

Note:

*COM2010: Presentation &
Communication 2 (pages G.29–G.30)
has been withdrawn effective
September 2004.*

PORTFOLIO ASSESSMENT

COM2020-1

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	2
Teamwork	4	3	2	1	0 N/A	2
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Management

- prepares self for task
- organizes and works in an orderly manner
- interprets and carries out instructions accurately
- plans and uses time effectively
- adheres to routine procedures

Teamwork

- cooperates with group members
- shares work appropriately among group members
- negotiates solutions to problems
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

Content

- produces two messages, each including:
 - selection and use of different media for each message
 - an evaluation of each message based on audience feedback
- demonstrates knowledge of the techniques used in message creation in three different media
- identifies three different media and describes their impact on society, including:
 - the role played by the media
 - issues associated with the media
 - the impact of the media on message delivery
- ensures work meets school and community standards

Equipment and Materials

- selects and uses appropriate equipment/materials
- follows safe procedures/techniques
- minimizes waste of materials
- advises of potential hazards and necessary repairs

COMMENTS

PRESENTATIONS/REPORTS

COM2020–2

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	2
Content	4	3	2	1	0	2
Presentation	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
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- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Preparation and Planning

- sets goals for presentation
- interprets, organizes and combines information into a logical sequence
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- presents assignment to teacher and peers
- obtains and responds to feedback based on appropriateness and effectiveness of each message:
 - media selection for messages produced
 - effectiveness of message delivery

Content (continued)

- technical quality
- aesthetics
- meeting of school and community standards
- creates a portfolio or adds assignment to existing portfolio

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail

COMMENTS

PORTFOLIO ASSESSMENT

COM2030–1

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	2
Teamwork	4	3	2	1	0 N/A	2
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
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- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

<p>CRITERIA</p> <p><i>The student:</i></p> <p>Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> prepares self for task <input type="checkbox"/> organizes and works in an orderly manner <input type="checkbox"/> interprets and carries out instructions accurately <input type="checkbox"/> plans and uses time effectively <input type="checkbox"/> adheres to routine procedures <p>Teamwork</p> <ul style="list-style-type: none"> <input type="checkbox"/> cooperates with group members <input type="checkbox"/> shares work appropriately among group members <input type="checkbox"/> negotiates solutions to problems <input type="checkbox"/> exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing 	<p>Content</p> <ul style="list-style-type: none"> <input type="checkbox"/> identifies a process used by script writers to write scripts <input type="checkbox"/> describes characteristics and purposes of different types of scripts <input type="checkbox"/> writes scripts for four different short formats selected from: <ul style="list-style-type: none"> <input type="checkbox"/> factual news <input type="checkbox"/> feature news <input type="checkbox"/> commercial <input type="checkbox"/> public service announcement <input type="checkbox"/> interview <input type="checkbox"/> other teacher identified format <input type="checkbox"/> writes a documentary or dramatic script (minimum three minutes in length) <input type="checkbox"/> ensures work meets school and community standards <p>Equipment and Materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> selects and uses appropriate equipment/materials <input type="checkbox"/> follows safe procedures/techniques <input type="checkbox"/> minimizes waste of materials <input type="checkbox"/> advises of potential hazards and necessary repairs
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COMMENTS

PRESENTATIONS/REPORTS

COM2030–2

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	2
Content	4	3	2	1	0	2
Presentation	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
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- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Preparation and Planning

- sets goals for presentation
- interprets, organizes and combines information into a logical sequence
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- presents assignment(s) to teacher and peers
- rationalizes and defends:
 - appropriateness of script style for selected media
 - appropriateness of script style for target audience
 - script's ability to effectively convey message
 - meeting of school and community standards

Content (continued)

- creates a portfolio or adds assignment to existing portfolio

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail

COMMENTS

PORTFOLIO ASSESSMENT

COM2040-1

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	2
Teamwork	4	3	2	1	0 N/A	2
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Management

- prepares self for task
- organizes and works in an orderly manner
- interprets and carries out instructions accurately
- plans and uses time effectively
- adheres to routine procedures

Teamwork

- cooperates with group members
- shares work appropriately among group members
- negotiates solutions to problems
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

Content

- uses a camera to capture images employing composition guidelines
- through production of at least five prints (at teacher's discretion), demonstrates:
 - mastery of "basic" composition
 - mastery of "basic" lighting techniques

Content (continued)

- use of key, fill and back lighting
- image processing
- image proofing
- image enlarging/printing
- basic retouching
- critiques each image with respect to composition (as required)
- produces captions for each print describing the technique used and/or the intent
- mounts and displays prints
- ensures work meets school and community standards

Equipment and Materials

- selects and uses appropriate equipment/materials
- follows safe procedures/techniques
- minimizes waste of materials
- advises of potential hazards and necessary repairs

COMMENTS

PRESENTATIONS/REPORTS

COM2040–2

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	2
Content	4	3	2	1	0	2
Presentation	4	3	2	1	0	2

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- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Preparation and Planning

- sets goals for presentation
- interprets, organizes and combines information into a logical sequence
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- presents assignment to teacher and peers
- obtains and responds to feedback based on:
 - how well the assignment met the stated expectations
 - aesthetics
 - technical quality
 - meeting of school and community standards

Content (continued)

- makes changes as required in response to feedback
- mounts prints for display
- creates a portfolio or adds assignment to existing portfolio, including:
 - sample photographs
 - proofs
 - log sheet
 - other teacher-specified materials

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail

COMMENTS

PORTFOLIO ASSESSMENT

COM2050-1

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	2
Teamwork	4	3	2	1	0 N/A	2
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Management

- prepares self for task
- organizes and works in an orderly manner
- interprets and carries out instructions accurately
- plans and uses time effectively
- adheres to routine procedures

Teamwork

- cooperates with group members
- shares work appropriately among group members
- negotiates solutions to problems
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

Content

- prepares an outline/script for a message or story
- selects appropriate subjects/topics and shoots required photographs
- selects images for display/presentation
- creates graphics, captions, etc. to accompany images
- selects/produces music, narration, captions, etc. to accompany the display/presentation
- produces display
- selects and uses equipment/facilities effectively, safely and responsibly
- ensures work meets school and community standards

Equipment and Materials

- selects and uses appropriate equipment/materials
- follows safe procedures/techniques
- minimizes waste of materials
- advises of potential hazards and necessary repairs

COMMENTS

PRESENTATIONS/REPORTS

COM2050-2

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	2
Content	4	3	2	1	0	2
Presentation	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Preparation and Planning

- sets goals for presentation
- interprets, organizes and combines information into a logical sequence
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- presents assignment to teacher and peers
- obtains and responds to feedback based on:
 - how well the assignment met the stated expectations
 - aesthetics
 - technical quality
 - meeting of school and community standards

Content (continued)

- makes changes in response to feedback
- creates a portfolio or adds assignment to existing portfolio

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail

COMMENTS

PORTFOLIO ASSESSMENT

COM2060–1

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	2
Teamwork	4	3	2	1	0 N/A	2
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
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- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Management

- prepares self for task
- organizes and works in an orderly manner
- interprets and carries out instructions accurately
- plans and uses time effectively
- adheres to routine procedures

Teamwork

- cooperates with group members
- shares work appropriately among group members
- negotiates solutions to problems
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

Content

- uses a camera to capture images employing composition guidelines
- through production of at least five prints (at teacher's discretion), demonstrates application of three camera and two printing techniques:

Content (continued)

- camera:
 - more than one type of lens
 - aperture control
 - various shutter speeds
 - camera—subject distance
 - lens focal length
 - filters and lighting
- printing:
 - cropping
 - contrast control
 - dodging
 - vignetting
 - burning in
- produces captions for each print describing the technique used
- mounts and displays prints
- selects and uses equipment/facilities effectively, safely and responsibly
- ensures work meets school and community standards

Equipment and Materials

- selects and uses appropriate equipment/materials
- follows safe procedures/techniques
- minimizes waste of materials
- advises of potential hazards and necessary repairs

COMMENTS

PRESENTATIONS/REPORTS

COM2060–2

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	2
Content	4	3	2	1	0	2
Presentation	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
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- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

<p>CRITERIA</p> <p><i>The student:</i></p> <p>Preparation and Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> sets goals for presentation <input type="checkbox"/> interprets, organizes and combines information into a logical sequence <input type="checkbox"/> plans and uses time effectively <input type="checkbox"/> gathers and responds to feedback regarding approach to task and project status <p>Content</p> <ul style="list-style-type: none"> <input type="checkbox"/> presents assignment to teacher and peers <input type="checkbox"/> describes how each of the following have applied to project: <ul style="list-style-type: none"> <input type="checkbox"/> metering and exposure <input type="checkbox"/> light sources <input type="checkbox"/> lenses used <input type="checkbox"/> use of depth of field 	<p>Content (continued)</p> <ul style="list-style-type: none"> <input type="checkbox"/> obtains and responds to feedback based on: <ul style="list-style-type: none"> <input type="checkbox"/> how well the assignment met the stated expectations <input type="checkbox"/> aesthetics <input type="checkbox"/> technical quality <input type="checkbox"/> meeting of school and community standards <input type="checkbox"/> makes changes in response to feedback <input type="checkbox"/> creates a portfolio or adds assignment to existing portfolio <p>Presentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> demonstrates effective use of at least two communication media <input type="checkbox"/> maintains acceptable grammatical and technical standards <input type="checkbox"/> provides an introduction that describes the purpose and scope of the project <input type="checkbox"/> communicates ideas into a logical sequence with sufficient supporting detail
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<p>COMMENTS</p>

PORTFOLIO ASSESSMENT

COM2070-1

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	2
Teamwork	4	3	2	1	0 N/A	2
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
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- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Management

- prepares self for task
- organizes and works in an orderly manner
- interprets and carries out instructions accurately
- plans and uses time effectively
- adheres to routine procedures

Teamwork

- cooperates with group members
- shares work appropriately among group members
- negotiates solutions to problems
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

Content

- prepares three camera-ready layouts for work to be printed:
 - layouts will demonstrate basic composition guidelines
 - layouts will be clear and clean

Content (continued)

- prepares three printing masters
- prepares printing masters for two or more printing methods
- produces at least two prints through each selected printing method:
 - ensures the prints are in register and aligned to the printed surface
 - ensures the printed images are clear and clean
- finishes printed products as required
- selects and uses equipment/facilities effectively, safely and responsibly
- ensures work meets school and community standards

Equipment and Materials

- selects and uses appropriate equipment/materials
- follows safe procedures/techniques
- minimizes waste of materials
- advises of potential hazards and necessary repairs

COMMENTS

PRESENTATIONS/REPORTS

COM2070-2

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	2
Content	4	3	2	1	0	2
Presentation	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Preparation and Planning

- sets goals for presentation
- interprets, organizes and combines information into a logical sequence
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- presents assignment to teacher and peers (and others as required)
- describes/discusses:
 - reproductive options available
 - printing methods used
 - types of printing masters
 - terminology/processes
- critiques and evaluates own work and the work of others based on:
 - appropriateness and effectiveness of printing method to the task

Content (continued)

- how well the printing method(s) was used
- aesthetic quality of finished product
- technical quality of finished product
- meeting of school and community standards
- makes changes in response to feedback
- creates a portfolio or adds assignment to existing portfolio

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail

COMMENTS

PORTFOLIO ASSESSMENT

COM2080-1

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	2
Teamwork	4	3	2	1	0 N/A	2
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Management

- prepares self for task
- organizes and works in an orderly manner
- interprets and carries out instructions accurately
- plans and uses time effectively
- adheres to routine procedures

Teamwork

- cooperates with group members
- shares work appropriately among group members
- negotiates solutions to problems
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

Content

- prepares camera-ready layouts for work to be printed:
 - layouts will demonstrate basic composition guidelines
 - layouts will be clear and clean

Content (continued)

- prepares printing masters
- prepares printing masters for two or more printing methods
- produces required number of prints for printing task assigned:
 - ensures the prints are in register and aligned to the printed surface
 - ensures the printed images are clear and clean
- finishes printed products as required
- selects and uses equipment/facilities effectively, safely and responsibly
- ensures work meets school and community standards

Equipment and Materials

- selects and uses appropriate equipment/materials
- follows safe procedures/techniques
- minimizes waste of materials
- advises of potential hazards and necessary repairs

COMMENTS

PRESENTATIONS/REPORTS

COM2080-2

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	2
Content	4	3	2	1	0	2
Presentation	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

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- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Preparation and Planning

- sets goals for presentation
- interprets, organizes and combines information into a logical sequence
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- presents assignment to teacher and peers (and others as required)
- obtains and responds to feedback based on:
 - the printed product meeting the client's needs
 - aesthetic quality of completed layout
 - technical quality of completed layout

Content (continued)

- technical quality of completed prints
- meeting of school and community standards
- creates a portfolio or adds assignment to existing portfolio

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail

COMMENTS

PORTFOLIO ASSESSMENT

COM2090–1

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	2
Teamwork	4	3	2	1	0 N/A	2
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

<p>CRITERIA</p> <p><i>The student:</i></p> <p>Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> prepares self for task <input type="checkbox"/> organizes and works in an orderly manner <input type="checkbox"/> interprets and carries out instructions accurately <input type="checkbox"/> plans and uses time effectively <input type="checkbox"/> adheres to routine procedures <p>Teamwork</p> <ul style="list-style-type: none"> <input type="checkbox"/> cooperates with group members <input type="checkbox"/> shares work appropriately among group members <input type="checkbox"/> negotiates solutions to problems <input type="checkbox"/> exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing <p>Content</p> <ul style="list-style-type: none"> <input type="checkbox"/> completes two assignments (each approximately one minute in length) <input type="checkbox"/> completes one project (approximating three to five minutes in length) 	<p>Content (continued)</p> <ul style="list-style-type: none"> <input type="checkbox"/> demonstrates ability to: <ul style="list-style-type: none"> <input type="checkbox"/> create and use a storyboard <input type="checkbox"/> set up, use and dismantle/return audio video equipment <input type="checkbox"/> demonstrate the following production elements: <ul style="list-style-type: none"> • camera framing and focusing • use of camera shots, angles and movement • cuts and transitions • lighting • audio recording and manipulation <input type="checkbox"/> selects and uses equipment/facilities effectively, safely and responsibly <input type="checkbox"/> ensures work meets school and community standards <p>Equipment and Materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> selects and uses appropriate equipment/materials <input type="checkbox"/> follows safe procedures/techniques <input type="checkbox"/> minimizes waste of materials <input type="checkbox"/> advises of potential hazards and necessary repairs
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<p>COMMENTS</p>

PRESENTATIONS/REPORTS

COM2090–2

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	2
Content	4	3	2	1	0	2
Presentation	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Preparation and Planning

- sets goals for presentation
- interprets, organizes and combines information into a logical sequence
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- presents assignment to teacher and peers (and others as required)
- critiques and evaluates own work and the work of others based on:
 - appropriateness and effectiveness of assignment results
 - how well the techniques complement the content (development and structure)

Content (continued)

- relationship of storyboard to story told in final product
- aesthetics
- applied knowledge of technology and equipment
- meeting of school and community standards
- creates a portfolio or adds assignment to existing portfolio

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail

COMMENTS

PORTFOLIO ASSESSMENT

COM2100–1

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	2
Teamwork	4	3	2	1	0 N/A	2
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

<p>CRITERIA</p> <p><i>The student:</i></p> <p>Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> prepares self for task <input type="checkbox"/> organizes and works in an orderly manner <input type="checkbox"/> interprets and carries out instructions accurately <input type="checkbox"/> plans and uses time effectively <input type="checkbox"/> adheres to routine procedures <p>Teamwork</p> <ul style="list-style-type: none"> <input type="checkbox"/> cooperates with group members <input type="checkbox"/> shares work appropriately among group members <input type="checkbox"/> negotiates solutions to problems <input type="checkbox"/> exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing <p>Content</p> <ul style="list-style-type: none"> <input type="checkbox"/> completes an audio/video five or more minutes in length <input type="checkbox"/> develops a project proposal that includes preproduction, production and post-production elements 	<p>Content (continued)</p> <ul style="list-style-type: none"> <input type="checkbox"/> develops a project treatment including: <ul style="list-style-type: none"> <input type="checkbox"/> story concepts <input type="checkbox"/> script outline <input type="checkbox"/> on-location/studio-based requirements <input type="checkbox"/> shot list <input type="checkbox"/> anticipated technical requirements <input type="checkbox"/> timeline with key benchmarks <input type="checkbox"/> prepares a work plan detailing responsibilities (if project done by a team) <input type="checkbox"/> produces an audio/video project <input type="checkbox"/> selects and uses equipment/facilities effectively, safely and responsibly <input type="checkbox"/> ensures work meets school and community standards <p>Equipment and Materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> selects and uses appropriate equipment/materials <input type="checkbox"/> follows safe procedures/techniques <input type="checkbox"/> minimizes waste of materials <input type="checkbox"/> advises of potential hazards and necessary repairs
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<p>COMMENTS</p>

PRESENTATIONS/REPORTS

COM2100–2

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	2
Content	4	3	2	1	0	2
Presentation	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

<p>CRITERIA</p> <p><i>The student:</i></p> <p>Preparation and Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> sets goals for presentation <input type="checkbox"/> interprets, organizes and combines information into a logical sequence <input type="checkbox"/> plans and uses time effectively <input type="checkbox"/> gathers and responds to feedback regarding approach to task and project status <p>Content</p> <ul style="list-style-type: none"> <input type="checkbox"/> presents assignment to teacher and peers (and others as required) <input type="checkbox"/> critiques and evaluates own work and the work of others based on: <ul style="list-style-type: none"> <input type="checkbox"/> appropriateness and effectiveness of assignment results <input type="checkbox"/> how well the production techniques were accomplished 	<p>Content (continued)</p> <ul style="list-style-type: none"> <input type="checkbox"/> relationship of storyboard to story told in final product <input type="checkbox"/> organization of the product task <input type="checkbox"/> aesthetics <input type="checkbox"/> knowledge of pre- and post-production techniques <input type="checkbox"/> meeting of school and community standards <input type="checkbox"/> creates a portfolio or adds assignment to existing portfolio <p>Presentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> demonstrates effective use of at least two communication media <input type="checkbox"/> maintains acceptable grammatical and technical standards <input type="checkbox"/> provides an introduction that describes the purpose and scope of the project <input type="checkbox"/> communicates ideas into a logical sequence with sufficient supporting detail
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COMMENTS

PORTFOLIO ASSESSMENT

COM2110-1

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	2
Teamwork	4	3	2	1	0 N/A	2
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Management

- prepares self for task
- organizes and works in an orderly manner
- interprets and carries out instructions accurately
- plans and uses time effectively
- adheres to routine procedures

Teamwork

- cooperates with group members
- shares work appropriately among group members
- negotiates solutions to problems
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

Content

- completes an animation project (approximately 30 seconds in length) demonstrating:
 - preparation and use of images, models, backgrounds, etc.
 - effective/creative movement of images

Content (continued)

- demonstrates knowledge of traditional animation styles, techniques and applications
- identifies, describes and demonstrates specified principles of animation
- prepares a story outline for the project:
 - a beginning, middle and end
 - a synopsis of the story idea (50 – 100 words) and a description of the images and scenes to be animated
 - a storyboard or outline for the animation project
 - beginning and/or ending credits
 - editing to final form
- selects and uses equipment/facilities effectively, safely and responsibly
- ensures work meets school and community standards

Equipment and Materials

- selects and uses appropriate equipment/materials
- follows safe procedures/techniques
- minimizes waste of materials
- advises of potential hazards and necessary repairs

COMMENTS

PRESENTATIONS/REPORTS

COM2110-2

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	2
Content	4	3	2	1	0	2
Presentation	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Preparation and Planning

- sets goals for presentation
- interprets, organizes and combines information into a logical sequence
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- presents assignment to teacher and peers
- obtains and responds to feedback based on:
 - choice of animation techniques
 - possible enhancements
 - how well animation achieves it purpose
 - aesthetics
 - meeting of school and community standards

Content (continued)

- creates a portfolio or adds assignment to existing portfolio including:
 - all preparatory project material
 - finished project
 - other teacher-specified materials

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail

COMMENTS

PORTFOLIO ASSESSMENT

COM2120-1

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	2
Teamwork	4	3	2	1	0 N/A	2
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Management

- prepares self for task
- organizes and works in an orderly manner
- interprets and carries out instructions accurately
- plans and uses time effectively
- adheres to routine procedures

Teamwork

- cooperates with group members
- shares work appropriately among group members
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

Content

- identifies messages to be delivered and devises a plan for developing and producing the messages
 - state message and working title
 - target audience
 - preferred media/why
 - resource requirements/applications
 - timeline
- devises and produces a message combining two or more media through digital technology:

Content (continued)

- demonstrating effective/creative transfer of images, messages and/or symbols
- describe how transfer occurs
- conveying central message, impression or theme
- presenting appropriate project title at the beginning and/or ending of the message
- justifies selection of media and techniques used based on:
 - target audience
 - ease of use
 - potential impact
 - longevity
 - other defined by the teacher
- selects and uses equipment/facilities effectively, safely and responsibly
- ensures work meets school and community standards

Equipment and Materials

- selects and uses appropriate equipment/materials
- follows safe procedures/techniques
- returns clean equipment/materials to storage areas
- advises of potential hazards and necessary repairs

COMMENTS

PRESENTATIONS/REPORTS

COM2120–2

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	2
Content	4	3	2	1	0	2
Presentation	4	3	2	1	0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

<p>CRITERIA</p> <p><i>The student:</i></p> <p>Preparation and Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> sets goals for presentation <input type="checkbox"/> interprets, organizes and combines information into a logical sequence <input type="checkbox"/> plans and uses time effectively <input type="checkbox"/> gathers and responds to feedback regarding approach to task and project status <p>Content</p> <ul style="list-style-type: none"> <input type="checkbox"/> presents assignment to teacher and peers <input type="checkbox"/> describes and justifies how project has met objectives <input type="checkbox"/> obtains and responds to feedback based on: <ul style="list-style-type: none"> <input type="checkbox"/> message suitability to target audience <input type="checkbox"/> message clarity <input type="checkbox"/> media suitability for the message delivered <input type="checkbox"/> technical quality 	<p>Content (continued)</p> <ul style="list-style-type: none"> <input type="checkbox"/> aesthetics <input type="checkbox"/> meeting of school and community standards <input type="checkbox"/> creates a portfolio or adds assignment to existing portfolio including: <ul style="list-style-type: none"> <input type="checkbox"/> all preparatory project material <input type="checkbox"/> finished project <input type="checkbox"/> other teacher-specified materials <p>Presentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> demonstrates effective use of at least two communication media <input type="checkbox"/> maintains acceptable grammatical and technical standards <input type="checkbox"/> provides an introduction that describes the purpose and scope of the project <input type="checkbox"/> communicates ideas into a logical sequence with sufficient supporting detail
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<p>COMMENTS</p>
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PORTFOLIO ASSESSMENT

COM2130–1

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	1
Teamwork	4	3	2	1	0 N/A	1
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	1

STANDARD IS 1 IN EACH APPLICABLE CRITERIA

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Management

- prepares self for task
- organizes and works in an orderly manner
- carries out instructions accurately
- uses time effectively

Teamwork

- cooperates with group members
- shares work appropriately among group members
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

Content

- uses a camera to capture images showing experimentation with photographic effects
- uses darkroom or digital equipment to experiment with photographic effects

Content (continued)

- produces two photographs demonstrating camera manipulation
- produces two photographs demonstrating image manipulation using a darkroom or digital facility
- produces captions for each photograph describing the technique used
- maintains a “Photography Log Sheet” with pertinent details
- displays responsibility and ethical behaviour by working within school and community standards

Equipment and Materials

- selects and uses appropriate equipment/materials
- follows safe procedures/techniques
- returns clean equipment/materials to storage areas

COMMENTS

PRESENTATIONS/REPORTS

COM2130–2

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	1
Content	4	3	2	1	0	1
Presentation	4	3	2	1	0	1

STANDARD IS 1 IN EACH APPLICABLE CRITERIA

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Preparation and Planning

- sets goals for presentation
- interprets, organizes and combines information into a logical sequence
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- presents assignment to teacher and peers
- describes how various special effects being presented were created
- suggests applications for photographs produced
- creates a portfolio or adds assignment to existing portfolio

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail

COMMENTS

Student Name: _____

Teacher: _____

Course/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING	STANDARD
Management	4 3 2 1 0	2
Teamwork	4 3 2 1 0	2
Content	4 3 2 1 0	2
Equipment and Materials	4 3 2 1 0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA

Rating Scale

The student:

- 4** exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3** meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are used efficiently and effectively.
- 2** meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are used appropriately.
- 1** meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0** has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

CRITERIA

The student:

Management

- prepares self for task
- organizes and works in an orderly manner
- demonstrates file management skills
- carries out instructions accurately
- uses time effectively

Teamwork

- cooperates with team members
- shares work appropriately among group members
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

Content

- uses a digital camera to acquire images of thematically unified subjects
- employs and can discuss basic principles of composition and aesthetics
- produces 10 or more manipulated/edited images

Content (continued)

- uses bitmap editing software and effects, filters and/or plug-ins to manipulate, crop, edit and composite images
- demonstrates image compositing in three or more finished compositions
- uses source files obtained from another piece of software (e.g., vector graphics, two- and/or three-dimensional animation software) in creating two or more compositions
- maintains notes of digital effects applied to images
- saves and exports work in appropriate file formats
- understands and can use four or more different file formats (e.g., JPG, GIF, TIF, other proprietary formats)
- ensures work meets school and community standards

Equipment and Materials

- selects and uses appropriate equipment, materials and software
- is able to demonstrate advanced commands and features of a digital camera
- follows safe procedures/techniques
- returns equipment/materials to storage areas

COMMENTS

PRESENTATIONS/REPORTS: DIGITAL IMAGING 2

COM2210-2

Student Name: _____

Teacher: _____

Course/Project(s): _____

Date: _____

CRITERIA	OBSERVATION/ RATING	STANDARD
Preparation and Planning	4 3 2 1 0	2
Content	4 3 2 1 0	2
Presentation	4 3 2 1 0	2

STANDARD IS 2 IN EACH APPLICABLE CRITERIA

Rating Scale

The student:

- 4** exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3** meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are used efficiently and effectively.
- 2** meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are used appropriately.
- 1** meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0** has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

<p>CRITERIA</p> <p><i>The student:</i></p> <p>Preparation and Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> sets goals for the presentation <input type="checkbox"/> interprets and organizes information into a logical sequence <input type="checkbox"/> prepares compositions by saving digital images in an appropriate format <input type="checkbox"/> maintains notes on the image manipulation processes used as a source of support during presentation and discussion <input type="checkbox"/> uses time effectively <p>Content</p> <ul style="list-style-type: none"> <input type="checkbox"/> presents finished work to teacher and peers <input type="checkbox"/> annotates presentation with information about how each image was created and/or modified <input type="checkbox"/> creates a portfolio or adds to an existing portfolio 	<p>Content (continued)</p> <ul style="list-style-type: none"> <input type="checkbox"/> obtains and responds to feedback based on: <ul style="list-style-type: none"> - expectations of the assignment - processes used to acquire bitmap images from a digital camera - aesthetics - composition control - the effects, processes and techniques used to manipulate images - how finished compositions meet school and community standards <p>Presentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> describes the purpose and/or theme of the presentation <input type="checkbox"/> presents 10 or more edited bitmap images on screen to an audience <input type="checkbox"/> demonstrates effective communication techniques <input type="checkbox"/> uses correct grammatical conventions and technical terms <input type="checkbox"/> introduces and concludes the presentation <input type="checkbox"/> responds effectively to questions
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<p>COMMENTS</p>
