

ECDTV62 Morning Announcements – Checklist

Name: _____ Term: _____

1

2

3

4

WORK ETHIC:

Organization _____

Punctual _____

Accountable _____

Team Player _____

CREATION & REFLECTION:

Accepts Roles _____

Accepts Responsibility _____

Reflects on Improving _____

STUDIO OPERATION:

Paying Attention _____

Timing _____

Fooling Around _____

PREPARATION:

Leadership _____

Gathers Info _____

Sets Up Equipment _____

Problem Solving _____

	Level 1 (50-59%)	Level 2 (60-69%)	Level 3 (70-79%)	Level 4 (80-100%)
Work Ethic (Organization, Punctual, Accountable team player)	Not organized or punctual, some problems with operating studio. Doesn't check with director, line producer	Fairly organized & somewhat punctual. Few problems with operating studio. Often checks with director, producer, & other team members	Well organized & punctual- Self starter, No problems with operating studio. Checks with director, line producer, & hosts, other team members	Organized & punctual- self starter, Studio operation A+++. Checks with director, producer, & hosts, other team members
Creation/ Reflection: (Accepts roles/responsibility. Positively reflects on how to improve)	Contributes little. Sloppy set of skills & lacks desire to improve. Panics under stress. Resists responsibility. Seldom reflects on how to improve	Skills are emerging & student tries to improve where needed. Doesn't panic under stress. Accepts some responsibility. Sometimes reflects on how to improve	Quite skilled at role, and student improves consistently. Student appears in control under stressful emergencies. Accepts most responsibilities. Often reflects on how to improve him/herself	Very skilled at role, always improves. Student always in control in emergencies. Accepts all responsibilities. Always reflects on how to improve him/herself
Studio Operation: (Demerits: gum, poor timing, eye gaze off)	Student often doesn't pay attention, or chews gum, fools around, doesn't show a good positive work ethic (chats with friends, doesn't take role seriously)	Student mostly pays attention, only seldom chews gum, rarely fools around, does show a good positive work ethic (but occasionally chats with friends, forgets roles/responsibilities)	Student pays attention, only 1 time chews gum, never fools around, shows a great positive work ethic (but may do 1: occasionally chats with friends, forgets roles/responsibilities)	Student is a leader. No demerits are ever seen. Student encourages/ demands a professional standard (within reason) from team members
PREPARATION Shows initiative, gathers info, sets up equipment, etc (Timing & Prepared)	Student relies on others to start. Time to time-checks with line producer or director's directions. Equipment (or info) not ready or well prepared.	Student starts on time. Equipment is on and ready to GO. Often-checks with line producer or director's directions. Equipment (or info) well prepared.	Student starts before time. Equipment is tested, on and ready to GO. Always checks with line producer or director's directions. Equipment runs well.	Student is a leader & checks with Prod/Dir on studio directions. Problem-solves all equipment trouble. Has needed info and is always prepared.

