

DOINGWHATWORKS



SAMPLE MATERIAL

Gateway Rubric and Summary Sheets

Dayton Early College Academy, Ohio

Topic: Helping Students Navigate the Path to College

Practice: Assess and Intervene

Staff at Dayton Early College Academy (DECA) record and evaluate student progress using *Gateway Rubric and Summary Sheets* rather than traditional grades. Students must meet each gateway's specified learning objectives in order to graduate from DECA.

Students progress at their own pace, with a minimum of 45 days between gateways. Those who do not complete at least one gateway during their first year must repeat the "First Year Academy" program. Although many gateway components are incorporated within classes, much work is completed during advisory time. Advisors meet regularly with students and record components as completed, on track, not on track, or not yet started. The Gateway Summary Sheets are routinely updated to keep students and parents informed of progress.

Once all components are flagged as completed, a panel evaluates the student's work using the Gateway Panel Rubric form. If the student has met the expected criteria, they receive a rating of "acceptable." Work that does not meet criteria is marked as "unacceptable." Additional

recommendations from panel members are included to aid in the gateway certification process.

Students must participate in exhibitions to successfully pass through gateways 1-5. The Gateway Exhibition Rubric form is used to evaluate these exhibitions. (Gateway 6 is the student's autobiography and has its own rubric.) Exhibition topics are determined by the student with input from the advisor. Students use a variety of media (PowerPoint, poster boards, pamphlets, etc.) to present their research to the panel prior to the gateway. Students are evaluated based on their knowledge and understanding of the material.

Each category evaluated is the equivalent of one or more state content standards. While the content and level of scrutiny increases in each exhibition, the rubric remains the same. For each component of the exhibition, student work may be rated as:

- Instructional: Student puts forth no effort, demonstrates zero to little understanding, and/or produces no results.
- Practicing: Student produces partial product, understands the very basic concepts, and/or demonstrates the indicator with the assistance of another.
- Proficient: Student demonstrates adequate understanding of the indicator without any assistance.
- Mastery: Student must show real-world application, display rigor (synthesis, analysis, evaluation), and respond confidently to higher-level thinking questions.

Gateway Summary Sheet

Revised July 29, 2009

Gateway One**Student Name:** _____ **Date** _____**Evaluator Name and Signature:** _____

| Criteria: | Completed | On Track | Not On Track | Has Not Started | Comments: |
|---|-----------|----------|--------------|-----------------|------------------|
| Attendance: 95% over 45 + day period as evidenced by current attendance form printout from DASL, attendance certification, and make-up log times three. | | | | | |
| Exhibition and Research Paper: 80% proficiency or mastery as determined by the advisor with attached research paper, PowerPoint slides, Exhibition Rubrics and Presentation Feedback forms from at least two faculty attendees. Must be from FYA curriculum. | | | | | |
| Self-Discernment: Proficient or mastery as evidenced by a minimum of five paragraph reflection paper stating self-discernment goals and progress towards meeting those goals, supported by signed DECA life forms from four content teachers dated within two weeks of the gateway. | | | | | |
| Family Participation: A Family Participation Form signed by the advisor, family member and student stating that the family actively participated in parent-student DECA activities. | | | | | |
| Academic Standards: 75% Proficient or Mastery as evidenced by printout of percentage by advisor within 48 hours of the gateway presentation. | | | | | |
| Journals: Twenty-five journal entries present at the gateway with Journal Certification Form signed by advisor. | | | | | |
| Books: Students must read a minimum of two gateway approved books and write two reflection OR literary analysis papers that are a minimum of five paragraphs each. <u>MLA citations required.</u> | | | | | |
| Planner: Completed and signed by advisor at the end of each day 80% of the time as evidenced by planner and Planner Certification Form. | | | | | |

| Criteria: (continued) | Completed | On Track | Not On Track | Has Not Started | Comments: |
|---|-----------|----------|--------------|-----------------|-----------|
| Community Service: Minimum of 25 hours and a minimum five paragraph reflection highlighting one meaningful site . Students must present a Community Service Certification prepared by the Community Liaison. | | | | | |
| OGT Plan: Student must complete at least two* rounds of MAP testing and relate results to OGT by presenting completed DECA OGT Testing Learning Goal Sheet. *If student completes gateway during their first year and the second round of MAP testing has not been offered, the second round criteria is waived. | | | | | |
| All documentation prepared for this gateway must be in MLA format excluding those documents submitted and graded for a college course. All documentation MUST be organized and presented to the advisor no later than 48 hours prior to the gateway presentation. | | | | | |

Gateway Summary Sheet

Revised July 29, 2009

Gateway Two

Name: _____

Date _____

Evaluator Name and Signature: _____

| Criteria: | | | | | Comments: |
|---|-----------|----------|--------------|-----------------|------------------|
| | Completed | On Track | Not On Track | Has Not Started | |
| Attendance: 95% over 45 day + period as evidenced by current attendance form printout from DASL, attendance certification, and make-up log times three. | | | | | |
| Exhibition and Research Paper: 80% Proficiency or Mastery as determined by the advisor with attached research paper, PowerPoint slides, Exhibition Rubrics and Presentation Feedback forms from at least two faculty attendees. | | | | | |
| Self-Discernment: Proficient or mastery as evidenced by a minimum of five paragraph reflection paper stating self-discernment goals and progress towards meeting those goals. | | | | | |
| Family Participation: A Family Participation Form signed by the advisor, family member, and student stating that the family actively participated in parent-student DECA activities. | | | | | |
| Academic Standards: 75% Proficient or mastery as evidenced by printout of percentage by advisor within 48 hours of the gateway presentation. | | | | | |
| Journals: Twenty-five journal entries present at the gateway with Journal Certification Form signed by advisor. | | | | | |
| Books: Students must read a minimum of three gateway approved books and write three reflection OR literary analysis papers that are a minimum of five paragraphs each. <u>MLA citations required.</u> | | | | | |
| Planner: Completed and signed by advisor at the end of each day 80% of the time as evidenced by planner and Planner Certification Form. | | | | | |
| Community Service: Minimum of 25 hours and a minimum five paragraph reflection highlighting <u>one meaningful site.</u> Students must present a Community Service Certification prepared by Community Liaison. | | | | | |

| Criteria: (continued) | Completed | On Track | Not On Track | Has Not Started | Comments: |
|--|-----------|----------|--------------|-----------------|-----------|
| MAP Test & OGT: Completed and reviewed second round of MAP testing and goals set for academic growth on the DECA OGT Testing Learning Goal Sheet. Create an OGT plan based on at least one practice OGT and incorporate all five areas. | | | | | |
| Job Shadow: Students complete at least one job shadow with thank you letter and a minimum five paragraph reflection with research concerning related careers including educational requirements, salary ranges, and possible work environments (see URL: www.bls.gov/OCO/). Students must present a Job Shadow Certification prepared by Community Liaison. | | | | | |
| Portfolio: Present organized current and up to date gateway binder including previous gateway panel feedback with DECA Portfolio Cover Sheet. | | | | | |
| Community College/Technical School Entrance Test: Completed as evidenced by printout of the results of the Accuplacer test. | | | | | |
| All documentation prepared for this gateway must be in MLA format excluding those documents submitted and graded for a college course. All documentation MUST be organized and presented to the advisor no later than 48 hours prior to the gateway presentation. | | | | | |

Gateway Summary Sheet**Gateway Three**

Revised July 29, 2009

Name: _____

Date _____

Evaluator Name and Signature: _____

| Criteria: | Completed | On Track | Not On Track | Has Not Started | Comments: |
|---|------------------|-----------------|---------------------|------------------------|------------------|
| Attendance: 95% over 45 day period as evidenced by current attendance form printout from DASL, attendance certification, and make-up log times three. | | | | | |
| Exhibition and Research Paper: 80% proficiency or mastery as determined by the advisor with attached research paper, PowerPoint slides, Exhibition Rubrics and Presentation Feedback forms from at least two faculty attendees. | | | | | |
| Self-Discernment: Proficient or mastery as evidenced by a minimum of five paragraph reflection paper stating self-discernment goals and progress towards meeting those goals. | | | | | |
| Family Participation: A Family Participation Form signed by the advisor, family member, and student stating that the family actively participated in parent-student DECA activities. | | | | | |
| Academic Standards: 75% Proficient or mastery as evidenced by print out of percentage by advisor within 48 hours of the gateway presentation. | | | | | |
| Journals: Twenty-five journal entries present at the gateway with Journal Certification Form signed by advisor. | | | | | |
| Books: Students must read a minimum of four gateway approved books and write four reflection OR literary analysis papers that are a minimum of five paragraphs each. <u>MLA citations required.</u> | | | | | |
| Planner: Completed and signed by advisor at the end of each day 80% of the time as evidenced by planner and Planner Certification Form. | | | | | |
| Community Service: Minimum of 25 hours and a minimum five paragraph reflection highlighting <u>one meaningful site.</u> Students must present a Community Service Certification prepared by the Community Liaison. | | | | | |

| Criteria: (continued) | Completed | On Track | Not On Track | Has Not Started | Comments: |
|--|-----------|----------|--------------|-----------------|-----------|
| Job Shadow: Students complete at least two job shadows with thank you letters and a minimum five paragraph reflection with research concerning related careers including educational requirements, salary ranges, and possible work environments (see URL: www.bls.gov/OCO/). Students must present a Job Shadow Certification prepared by the Community Liaison. | | | | | |
| Portfolio: Present organized current and up to date gateway binder including previous gateway panel feedback with DECA Portfolio Cover Sheet. | | | | | |
| College Survey: Completed on approved sites; three colleges investigated (including admission requirements, financial aid and 3 general scholarship opportunities); evidenced by completed College Search packet. | | | | | |
| Ohio Graduation Test: Passes 4 of 5 sections as evidenced by OGT printout. | | | | | |
| College Entrance Test: Student must show their completed ACT practice test and score from practice booklet. | | | | | |
| Resume: Created in preparation for internships and placed in portfolio and presented at gateway. | | | | | |
| All documentation prepared for this gateway must be in MLA format excluding those documents submitted and graded for a college course. All documentation MUST be organized and presented to the advisor no later than 48 hours prior to the gateway presentation. | | | | | |

Gateway Summary Sheet**Gateway Four**

Revised July 29, 2009

Name: _____

Date _____

Evaluator Name and Signature: _____

| Criteria: | Completed | On Track | Not On Track | Has Not Started | Comments: |
|---|-----------|----------|--------------|-----------------|------------------|
| Attendance: 95% over 45 + day period as evidenced by current attendance form printout from DASL, attendance certification, and make-up log times three. | | | | | |
| Exhibition and Research Paper: 80% proficiency or mastery as determined by the advisor with attached research paper, PowerPoint slides, Exhibition Rubrics and Presentation Feedback forms from at least two faculty attendees. | | | | | |
| Self-Discernment: Proficient or Mastery as evidenced by a minimum of five paragraph reflection paper stating self-discernment goals and progress towards meeting those goals. | | | | | |
| Family Participation: A Family Participation Form signed by the advisor, family member, and student stating that the family actively participated in parent-student DECA activities. | | | | | |
| Academic Standards: 75% Proficient or mastery as evidenced by print out of percentage by advisor within 48 hours of the gateway presentation. | | | | | |
| Books: Students must read a minimum of four gateway approved books and write four reflection OR literary analysis papers that are a minimum of five paragraphs each. <u>MLA citations required.</u> | | | | | |
| Planner: Completed at the end of each day 80% of the time as evidenced by planner and Planner Certification Form. | | | | | |
| Community Service: Minimum of 25 hours and a minimum five paragraph reflection highlighting <u>one meaningful site.</u> Students must present a Community Service Certification prepared by the Community Liaison. | | | | | |

| Criteria: (continued) | Completed | On Track | Not On Track | Has Not Started | Comments: |
|--|-----------|----------|--------------|-----------------|-----------|
| Job Shadow: Students complete at least one job shadow with thank you letter and a minimum five paragraph reflection with research concerning related careers including educational requirements, salary ranges, and possible work environments (see URL: www.bls.gov/OCO/). Students must present a Job Shadow Certification prepared by the Community Liaison. | | | | | |
| Portfolio: Present organized current and up to date gateway binder including previous gateway panel feedback with DECA Portfolio Cover Sheet. | | | | | |
| College Survey: Completed on approved sites; three colleges investigated (including admission requirements, financial aid and 3 general scholarship opportunities); evidenced by completed College Search packet. | | | | | |
| Ohio Graduation Test: Passes all five sections as evidenced by OGT printout. | | | | | |
| College Entrance Test: First round completed as evidenced by ACT printout or receipt showing student is registered to take the test, and a list indicating how the student is preparing for the ACT (ie vocabulary class, ACT practice workbooks, skill building exercises, etc.). | | | | | |
| Internship: Completed with approved project bearing an Internship Certification from the Internship Coordinator. | | | | | |
| College level General Education class: Completed first college class with a minimum passing grade of C as evidenced by college report card or college transcript. | | | | | |
| All documentation prepared for this gateway must be in MLA format excluding those documents submitted and graded for a college course. All documentation MUST be organized and presented to the advisor no later than 48 hours prior to the gateway presentation. | | | | | |

Gateway Summary Sheet**Gateway Five**

Revised July 29, 2009

Name: _____

Date _____

Evaluator Name and Signature: _____

| Criteria: | Completed | On Track | Not On Track | Has Not Started | Comments: |
|---|-----------|----------|--------------|-----------------|-----------|
| Attendance: 95% over 45 + day period as evidenced by current attendance form printout from DASL, attendance certification, and make-up log times three. | | | | | |
| Exhibition and Research Paper: 80% proficiency or mastery as determined by the advisor with attached research paper, PowerPoint slides, Exhibition Rubrics and Presentation Feedback forms from at least two faculty attendees. | | | | | |
| Self-Discernment: Proficient or mastery as evidenced by a minimum of five paragraph reflection paper stating self-discernment goals and progress towards meeting those goals. | | | | | |
| Family Participation: A Family Participation Form signed by the advisor, family member, and student stating that the family actively participated in parent-student DECA activities. | | | | | |
| Academic Standards: 75% Proficient or mastery as evidenced by print out of percentage by advisor within 48 hours of the gateway presentation. | | | | | |
| Books: Students must read a minimum of four gateway approved books and write four reflection OR literary analysis papers that are a minimum of five paragraphs each. <u>MLA citations required.</u> | | | | | |
| Planner: Completed at the end of each day 80% of the time as evidenced by planner and Planner Certification Form. | | | | | |

| Criteria: (continued) | Completed | On Track | Not On Track | Has Not Started | Comments: |
|---|-----------|----------|--------------|-----------------|-----------|
| Portfolio: Present organized current and up to date gateway binder including previous gateway panel feedback with DECA Portfolio Cover Sheet. | | | | | |
| College Visits: Three visited as evidenced by signed letter from parent, guardian, or teacher and college visit journal completed for each college visited. | | | | | |
| College level General Education class: Completed second college class with a minimum passing grade of C as evidenced by college report card or college transcript. | | | | | |
| Autobiography: Prepare a detailed comprehensive outline or graphic organizer that includes a thesis statement. | | | | | |
| Internship: Completed with approved project bearing an Internship Certification form from the Internship Coordinator. | | | | | |
| College portfolio: Created 2 letters of recommendation, 2 college essays (as required by colleges of interest, may be personal statement), copy of ACT/SAT scores, DECA and college transcript, current resume, and any necessary collection pertinent to field of study (i.e. art portfolio for art school). | | | | | |
| College night: Attended at least one, literature collected and letter from chaperone (i.e. parent/guardian/teacher verifying attendance). | | | | | |
| College Entrance Test: Second round completed as evidenced by ACT printout or receipt showing student is registered to take the test. | | | | | |
| All documentation prepared for this gateway must be in MLA format excluding those documents submitted and graded for a college course. All documentation MUST be organized and presented to the advisor no later than 48 hours prior to the gateway presentation. | | | | | |

Gateway Summary Sheet**Gateway Six**

Revised July 29, 2009

Name: _____ **Date** _____**Evaluator Name and Signature:** _____

| Criteria: | Completed | On Track | Not On Track | Has Not Started | Comments: |
|--|-----------|----------|--------------|-----------------|------------------|
| Attendance: 95% over 45 + day period as evidenced by current attendance form printout from DASL, attendance certification, and make-up log times three. | | | | | |
| Autobiography Presentation and Paper: 80% proficiency or mastery as determined by the advisor and one other faculty member with attached rubric, indicators, Autobiography Certification Form (2 edits & T: drive), Presentation Feedback forms, two edited rough drafts and one final clean copy. | | | | | |
| Self-Discernment: Proficient or mastery as evidenced by a minimum of five paragraph reflection paper stating self-discernment goals and progress towards meeting those goals. | | | | | |
| Family Participation: A Family Participation Form signed by the advisor, family member, and student stating that the family actively participated in parent-student DECA activities. | | | | | |
| Academic Standards: 75% Proficient or mastery as evidenced by print out of percentage by advisor within 48 hours of the gateway presentation. | | | | | |
| Books: Students must read a minimum of four gateway approved books and write four reflection OR literary analysis papers that are a minimum of five paragraphs each. <u>MLA citations required.</u> | | | | | |
| Planner: Completed at the end of each day 80% of the time as evidenced by planner and Planner Certification Form. | | | | | |

| Criteria: (continued) | Completed | On Track | Not On Track | Has Not Started | Comments: |
|---|-----------|----------|--------------|-----------------|-----------|
| Portfolio: Present organized current and up to date gateway binder including previous gateway panel feedback with DECA Portfolio Cover Sheet. | | | | | |
| College Application: A minimum of one college application submitted as evidenced by note from College Liaison or college acceptance letter. | | | | | |
| College level General Education class: Completed third college class with a minimum passing grade of C as evidenced by college report card or college transcript. | | | | | |
| Senior Seminar: Three senior seminars completed and Senior Seminar Certification form signed by the College Liaison. | | | | | |
| All documentation prepared for this gateway must be in MLA format excluding those documents submitted and graded for a college course. All documentation MUST be organized and presented to the advisor no later than 48 hours prior to the gateway presentation. | | | | | |

Gateway Panel Rubric

Presenter's Name: _____ Date: _____

Gateway Committee Members: _____

Gateway Panel Chair: _____

Gateway: _____ Date & Time Gateway Edits Due: _____

Family & Guests: _____

| Level of Performance | Acceptable | Unacceptable |
|--|------------|--------------|
| Organization of documents | | |
| Organization of presentation | | |
| Evidence present and edited (MLA format) | | |
| Reflections present and edited (MLA format) | | |
| Academic rigor evident (in all content areas) | | |
| Documentation complete (attendance, parent participation, journals, academic percentage, planner, service, job shadows, internship). | | |
| Professional demeanor and dress | | |

Recommendation(s):

Gateway 1 Exhibition Rubric**Family & Guests** _____**Student Name** _____**Evaluator Name & Signature** _____**Evaluation Entered in Tool? Yes No Date Entered:** _____

| | Instructional | Practicing | Proficient | Mastery |
|---|---------------|------------|------------|---------|
| Gr. 9 - Write informational essay or report with research that includes: relevant and tightly drawn question, clear and accurate perspective, an organizational structure, main ideas supported with examples or details, cited sources of information. | | | | |
| Gr. 9 - Identify appropriate sources | | | | |
| Gr. 9 - Compile and organize appropriate information from the sources | | | | |
| Gr. 9 - Use a variety of communication techniques: oral, visual, multimedia to convey information | | | | |
| Gr. 9 - Adjust volume, phrasing, enunciation, and voice modulation | | | | |
| Gr. 9 - Adjust language appropriate to the context. | | | | |
| Content Area: | | | | |
| | | | | |

- ☐ Research paper with **internal citations** and **works cited page**
- ☐ Professional demeanor and attire
- ☐ Organized and prepared

Recommendation of passage
GE 1

YES

NO

Gateway 2 Exhibition Rubric**Family & Guests:** _____**Student Name** _____**Evaluator Name & Signature** _____**Evaluation Entered in Tool? Yes No** **Date entered:** _____

| | Instructional | Practicing | Proficient | Mastery |
|--|---------------|------------|------------|---------|
| Gr. 10 - Write informational essay or report with research that includes: relevant and tightly drawn question, a clear and accurate perspective, an organizational structure, main ideas supported with examples or details, cited sources of information. | | | | |
| Gr. 10 - Identify appropriate sources | | | | |
| Gr. 10 - Compile and organize appropriate information from the sources | | | | |
| Gr. 10 - Use a variety of communication techniques: oral, visual, multimedia to convey information | | | | |
| Gr. 10 - Adjust volume, phrasing, enunciation, and voice modulation | | | | |
| Gr. 10 - Adjust language appropriate to the context. | | | | |
| Content Area: | | | | |
| | | | | |
| | | | | |

- ☐ Research paper with **internal citations** and **works cited page**
- ☐ Professional demeanor and attire
- ☐ Organized and prepared

Recommendation of passage

YES

NO

GE 2

Gateway 3 Exhibition Rubric**Family & Guests:** _____**Student Name** _____**Evaluator Name & Signature** _____**Evaluation Entered in Tool? Yes No Date Entered:** _____

| | Instructional | Practicing | Proficient | Mastery |
|--|---------------|------------|------------|---------|
| Gr. 11 - Write informational research paper that includes: relevant and tightly drawn question, clear and accurate perspective, an organizational structure, main ideas supported with well chosen examples, details, statistics, stories, cited sources of information. | | | | |
| Gr. 11 - Identify appropriate sources | | | | |
| Gr. 11 - Compile and organize appropriate information from the sources | | | | |
| Gr. 11 - Use a variety of communication techniques: oral, visual, multimedia to convey information | | | | |
| Gr. 11 – Presents a clear and distinctive perspective | | | | |
| Gr. 11 – Effective introduction and conclusion with a consistent organizational structure: cause-effect, compare-contrast, problem-solution, sequential | | | | |
| Gr. 11 - Adjust volume, phrasing, enunciation, and voice modulation | | | | |
| Gr. 11 - Adjust vocabulary appropriate to the context. | | | | |
| Content Area: | | | | |
| | | | | |

- ☐ Research paper with **internal citations** and **works cited page**
- ☐ Professional demeanor and attire
- ☐ Organized and prepared

Recommendation of passage

YES

NO

GE 3

Gateway 4 Exhibition Rubric**Family & Guests:** _____**Student Name** _____**Evaluator Name & Signature** _____**Evaluation Entered in Tool? Yes No** **Date entered:** _____

| | Instructional | Practicing | Proficient | Mastery |
|--|---------------|------------|------------|---------|
| Gr. 12 - Write informational research paper that contains a controlling idea that conveys a perspective on the subject | | | | |
| Gr. 12 - Identify appropriate sources and use both primary and secondary . | | | | |
| Gr. 12 – Include information on all relative perspectives considering the validity and reliability of the sources | | | | |
| Gr. 12 - Use a variety of communication techniques: oral, visual, multimedia to convey information and defend the credibility of the sources | | | | |
| Gr. 12 – Presents a clear and distinctive perspective | | | | |
| Gr. 12 – Anticipates reader’s potential biases and misunderstandings. | | | | |
| Gr. 12 - Adjust volume, phrasing, enunciation, and voice modulation | | | | |
| Gr. 12 - Adjust vocabulary appropriate to the context. | | | | |
| Content Area: | | | | |
| | | | | |
| | | | | |

- ☐ Research paper with **internal citations** and **works cited page**
- ☐ Professional demeanor and attire
- ☐ Organized and prepared

Recommendation of passage

YES

NO

GE 4

Gateway 5 Exhibition Rubric**Family & Guests:** _____**Student Name** _____**Evaluator Name & Signature** _____**Evaluation Entered in Tool? Yes No** **Date Entered:** _____

| | Instructional | Practicing | Proficient | Mastery |
|---|---------------|------------|------------|---------|
| Gr. 12 - Write persuasive research paper that articulates a clear position, supports assertions using rhetorical devices, including appeals to emotions and personal anecdotes and develops arguments using a variety methods: examples, beliefs, expert opinions, cause – effect reasoning | | | | |
| Gr. 12 – Develop persuasive presentation that establishes a clear and controlling idea | | | | |
| Gr. 12 – Include relevant evidence, differentiate between evidence and opinion, to support a position and address counter arguments or listener bias | | | | |
| Gr. 12 – Use persuasive strategies including rhetorical devices, anecdotes, and appeals to emotions, authority ,reason, pathos, and logic | | | | |
| Gr. 12 – Consistently use appropriate organizational structures: problem-solution, compare-contrast, cause-effect | | | | |
| Gr. 12 – Use speaking techniques such as reasoning, emotional appeal, case studies or analogies. | | | | |
| Gr. 12 - Adjust volume, phrasing, enunciation, and voice modulation | | | | |
| Gr. 12 - Adjust vocabulary appropriate to the context. | | | | |
| Content Area: | | | | |
| | | | | |

- ☐ Research paper with **internal citations** and **works cited page**
- ☐ Professional demeanor and attire
- ☐ Organized and prepared

Recommendation of passage

YES

NO

GE 5