

Student Name: _____

Date: _____

Class: _____

**Sanborn Regional School District
Study Skills Rubric**

Criteria	Advanced	Proficient	Developing	Not Yet	Student	Teacher
Materials	Brings all necessary materials to class plus additional learning aides. (high-lighters, etc.)	Brings all necessary materials to class everyday.	Asks at least three times per term to go to locker to retrieve materials.	Frequently asks to borrow writing utensils, paper, or copies of handouts.		
Organization	Materials are complete, neatly organized, well maintained, and modified to assist in learning.	Materials are complete, neatly organized, and well maintained.	Materials are complete but not neatly organized or well maintained.	Materials are incomplete or disorganized.		
Promptness	Arrives to class on time everyday.	Is not tardy to class more than three times per term and has pass explaining reason.	Is not tardy to class more than three times per term without a pass.	Is tardy to class more than three times per term without a pass.		
Assignment completion	Assignments are ready to be handed in before the due date.	Assignments are handed in on time, when requested during class.	Assignments are ready to be handed in but forgotten in locker, at home, or other excuse.	Assignments are passed in after due date.		
Note-taking	Copies notes, and reorganizes materials to assist in learning.	Takes notes in class.	Notes are incomplete or not thorough enough to aid in learning.	Notes are incomplete or not taken.		
Homework completion	Does extra work to learn rather than for a grade.	Completes homework assignments and works outside of class.	Homework is incomplete at least three times per term.	Homework is rarely completed or passed in.		
Flexibility	Student is able to multi-task or transition between many activities without anxiety.	Student is able to shift from one activity to another without anxiety.	Student is unable to transition to different activities without experiencing anxiety.	Student experiences anxiety during any transition or sudden change.		
Work habits	Works until the end of class, will remain after class to finish work, or takes work home.	Works until the end of class.	Works until 5 minutes before the end of class and attempts to socialize for the remaining time.	Works only as long as teacher is involved. Lack of student engagement.		
Time management	Independently starts work and paces tasks to ensure project is completed well before due date.	Starts work and paces tasks to ensure project is completed on the due date.	Procrastinates or completes assignments at the last minute.	Does not complete assignments		