

ACDA 2018
Regional Conferences: A Retrospective Notebook Evaluation

	Poor (0-2)	Unsatisfactory (3-5)	Satisfactory (6-8)	Exemplary (9-10)
Organization	No organization is evident. Notebook lacks one or more of the following elements: title page, table of contents, typed responses.	Basic organization is evident, however, materials are not placed correctly within their location notebook.	Organization meets all requirements, however, it does not function intuitively. For example, the notebook does not include page numbers and/or a chronological construction.	Organizational structure is logical and easily navigated.
Writing Skills	The majority of written reflections include: incomplete sentences, poor grammar, and frequent misspellings.	Basic writing skills are demonstrated, however, errors in sentence structure, grammar, and/or spelling occur regularly.	Graduate-level writing skills are demonstrated, however, errors in sentences structure, grammar, and/or spelling occur occasionally.	Graduate level writing skills are demonstrated. Errors in sentence structure, grammar and/or spelling are rare or nonexistent.
Supporting Materials	No supporting materials are included. Supporting materials include handouts, brochures, and programs.	Supporting materials are included for some, but not all, sessions or concerts. -or- Supporting materials do not relate to or enhance most or all reflections.	Supporting materials are included for most, but not all, sessions or concerts. -or- Supporting materials do not relate to or enhance some reflections.	Supporting materials are included for all sessions or concerts, and are relevant to each.
Reflections	Reflections are incomplete and/or not included for sessions or concerts.	Reflections include only a summary of events for each given session or concert.	Reflections include a summary of events and analysis of the topics presented.	Reflections are thorough and include a summary of events, an analysis of topics, and a reflection upon how the information provided will impact ones teaching, programming and/or classroom.

Grading Scale	0-23, F	24-27, D	28-31, C	32-35, B	36-40, A
----------------------	---------	----------	----------	----------	----------

Score: _____