

# *Citizenship Report*

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## *Initiative/ Responsibility*

- O Actively seeks to find work that will contribute to the publication. Checks box, including writers' box, and keeps an organized staff binder. Volunteers for extra assignments when they are needed and/or uses own resources to fulfill duties.
- S Accepts assignments and follows instructions in carrying them out.
- I Consistently needs directions and is casual or careless about carrying them out.
- U Shows little ability or willingness to discern what is needed on the publication and/or figure out ways to contribute.

## *Performance*

- O Consistently does superior or excellent work – on time or early. Happy to rewrite, reprint, or redo to achieve superior quality.
- S Work is usually very good or excellent and meets the deadlines. Will redo or polish willingly.
- I Work is fairly good but insufficient in quality and/or quantity.
- U Work is often late. Reluctant to work or put forth effort. Performs little or no use to the publication.

## *Cooperation*

- O Cooperates at all times with other student staff members, with sponsor and with faculty, showing maturity in all relationships.
- S Consistently cooperative with both staff and faculty. Gets along adequately with most persons most of the time, but has difficulty in some relationships or in special circumstances.
- I Uncooperative, hard to get along with, requires special treatment.
- U A troublemaker; presence is definitely detrimental to the staff.

## *Classroom Work*

- O Works every day in class. Never needs monitoring.
- S Works consistently. Seldom needs monitoring.
- I Takes advantage. Needs monitoring.
- U A goof-off and/or a discipline problem.