


College Learning Outcome (CLO)
Performance Indicators & Rubric



College Learning Outcome (CLO): Personal Responsibility & Life Skills

Definition: Students practice personal responsibility and life skills that allow them to thrive in society.

Performance Indicator	LEARNING 				*Not Applicable
	Needs Attention	Understands	Applies/Analyses	Evaluates/Tailors/Focuses/Adapts	
Punctuality	Is seldom on time	Is often on time	Is consistently on time	Notifies others in advance when they are not on time and makes alternative arrangements	
Time Management	Unaware of time commitments	Plans and schedules time for commitments	Maintains a balance across commitments	Prioritizes and meets deadlines across commitments	
Preparedness	Unaware of what is expected	Knows what is expected	Prepares ahead of time for what is expected	Fully prepares for what is expected	
Self-Assessment	Unaware of strengths and weaknesses	Aware of own strengths and weaknesses	Utilizes strengths and weaknesses	Assesses strengths and weaknesses, makes needed adjustments	
Goal Orientation	Unaware of goals	Sets general goals	Articulates clearly defined goals with a plan for accomplishment	Perseveres toward accomplishing goals and makes needed adjustments	

Notes on Performance Indicators:

- It is assumed that as you move from left to right in each row, the levels of learning are stacked. For example, a student determined to be at the “Evaluates” level would also have demonstrated achievement of the “Applies/Analyses” and the “Understands” levels.
- This rubric is not a grading rubric. It is to be used in addition to how an assignment would usually be graded. The assignment provides an opportunity for students to demonstrate their learning in the specific College Learning Outcome.

Performance Indicator Definitions:

- Punctuality – the quality or state of being strictly observant of an appointed or regular time; not late; promptness; strict observance in keeping engagements.
- Time Management – the analysis of how hours are spent and the prioritization of tasks in order to maximize personal efficiency.
- Preparedness – the state of being equipped, ready, organized; readiness.
- Self-Assessment – the act of appraising or evaluating oneself; reflecting on one’s own thoughts, actions and emotions in.
- Goal Orientation – the degree to which a person focuses on tasks and the end results of those tasks; driven by purpose.