

UTILIZING THE **REACH MODEL** FOR STUDENT LEARNING & DEVELOPMENT OUTCOMES (rubric)

(Job Expectation/Function/Skill)

<b>RESPONSIBILITY</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
<b>ENGAGED CITIZENSHIP</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
Resume Writing & Interviewing	Develop plan expectation in portfolio.	Complete workshops: resume writing, mock interview.	Incorporate UTSA job functions into resume and mock interview answers.
<b>ACTIVE LEADERSHIP</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
Supervision of staff	Observe and ensure day to day duties are completed. Assist when needed.	Provide ongoing guidance and feedback to supervisees.	Assist with the evaluation and development of supervisees.
<b>CRITICAL THINKING</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
Provide front desk assistance with excellence in service.	Answer phones, smile, greet, and assist with basic questions, use of kiosk, handouts.	Able to utilize resources sufficiently with minor supervision, with some understanding of entire campus processes.	Connect customer questions with additional questions/answers, providing resources to all aspects of office/campus without supervision.
<b>HEALTHY &amp; BALANCED LIVING</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
Report to work on time; in proper attire	Shows up on time and in proper attire.	Provides ample notice when shift coverage is needed. Seeks coverage of shift on their own utilizing tools provided.	Discusses with supervisor their priorities and works to create a schedule that accommodates everyone's needs

<p><b>DESCRIPTIVE RUBRICS</b> (Stevens &amp; Levi, 2005)</p> <ul style="list-style-type: none"> <li>• Task Description - Description of overall assignment</li> <li>• Scale - Provides labels for the rating of performance</li> <li>• Dimensions - Goals/outcomes. Skills that should be achieved</li> <li>• Description of Dimensions - Expectations for each dimension at each rating scale</li> </ul>	<p><b>RUBRIC DEVELOPMENT MODELS</b> (Stevens &amp; Levi, 2005)</p> <ul style="list-style-type: none"> <li>• Presentation Model - Rubric presented without outside feedback</li> <li>• Feedback Model – Rubric can be changed with feedback after presented</li> <li>• Pass-the-Hat Model – Student &amp; supervisor work together to develop rubric</li> </ul>
---	--

