

Individual Career Plan Scoring Guide

Due Date: End of Unit 9.

Percentage of Course Grade: 25%.

CRITERIA	NON-PERFORMANCE	BASIC	PROFICIENT	DISTINGUISHED
Describe a client profile including identifying information and issues presented. 11%	Does not describe a client profile including identifying information and issues presented.	Describes a client profile including identifying information or issues presented, but not both, or description is incomplete.	Describes a client profile including identifying information and issues presented.	Describes a client profile including age, race, gender, family, work status, educational background, current educational status, and explains issues presented.
Analyze client's preferences, personality, values, and interests in relation to career goals. 11%	Does not describe a client's preferences, personality, values, and interests in relation to career goals.	Describes a client's preferences, personality, values, and interests in relation to career goals.	Analyzes a client's preferences, personality, values, and interests in relation to career goals.	Analyzes a client's preferences, personality, values, and interests in relation to career goals, providing insight into past decisions as well as future goals.
Analyze client's skills, knowledge, and experiences in relation to career goals. 11%	Does not describe own skills, knowledge, and experiences in relation to career goals.	Describes own skills, knowledge, and experiences in relation to career goals.	Analyzes own skills, knowledge, and experiences in relation to career goals.	Analyzes own skills, knowledge, and experiences in relation to career goals, providing insight into past decisions as well as future goals.
Analyze the appropriateness of the inventories and assessments completed in relation to the client's developmental stage and profile. 11%	Does not describe the appropriateness of the inventories and assessments completed in relation to the client's developmental stage and profile.	Describes the appropriateness of the inventories and assessments completed in relation to the client's developmental stage and profile.	Analyzes the appropriateness of the inventories and assessments completed in relation to the client's developmental stage and profile.	Evaluates the appropriateness of the inventories and assessments completed in relation to the client's developmental stage and profile.
Identify a client's career options using current labor market information. 11%	Does not identify a client's career options using current labor market information.	Identifies client's career options using current labor market information, but does not address education, employment trends, and expected salary for each.	Identifies client's career options using current labor market information including education or training needed, employment trends, and expected salary for each.	Identifies client's career options using current labor market information including education or training needed, employment trends, and expected salary for each; assesses best fit between career options and client and provides a rationale.
Create an career plan for a client that includes a client profile, goals, and	Does not create an individual career plan for a client.	Creates an incomplete individual career plan for a client.	Creates an individual career plan for a client including a client	Creates an individual career plan for a client including a client profile, short and long-

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an action plan. 11%			profile, goals, and an action plan.	term goals and an action plan with measurable results.
Self-reflect on knowledge gained from creating a career plan and how this information will be used in a specialization. 11%	Does not describe knowledge gained from creating a career plan and how this information will be used in a specialization.	Describes knowledge gained from creating a career plan and how this information will be used in a specialization.	Self-reflects on knowledge gained from creating a career plan and how this information will be used in a specialization.	Self-reflects on knowledge gained from creating a career plan and how this information will be used in a specialization; identifies areas needing development and strategies to gain the needed knowledge.
Assess professional limitations as a career counselor. 11%	Does not describe professional limitations as a career counselor.	Describes professional limitations as a career counselor.	Assesses professional limitations as a career counselor.	Assesses professional limitations as a career counselor and proposes strategies to address those limitations.
Communicate effectively through the consistent use of grammar, punctuation, mechanics, and APA format expected of a counseling professional. 12%	Communicates in an ineffective and unprofessional manner through unclear, wordy, disorganized, and grammatically incorrect writing that incorporates incorrect APA style conventions.	Communicates in an inconsistent manner through language that lacks clarity, conciseness, organization, and proper grammar usage or that incorporates APA style conventions with errors that detract from the strength of the writing.	Communicates in an effective and professional manner using scholarly resources that support the analysis through clear, concise, well-organized, and grammatically correct writing that incorporates appropriate APA style conventions with few errors.	Communicates in an exemplary, effective, and professional manner using scholarly resources that support the analysis by connecting concepts through clear, concise, well-organized, and grammatically correct writing that incorporates appropriate APA style conventions with no errors.