**Activity 9.1.3 – A Day in an Accountant’s Office Rubric**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **Project Title:** | **Score** |
| Students participates in the job shadowing experience and receives a good report about their interest in the task |  |
| List of skills appropriate |  |
| Prioritizes skills, including the most used, and creates a chart using a spreadsheet software |  |
| No errors in the thank you letter, including format |  |
| Completes in a timely manner |  |
| **TOTAL SCORE** |  |