Proposed Rubric: Technological Proficiency -Undergraduate-[December 2021]

Apply the technological knowledge and skills to achieve the expected outputs.

Student Name or Initials: _____   **Date:** _____

_____

Instructor/Rater: _____   **Rating Total:** _____

Criteria	Unsatisfactory 1	Below Expectations 2	Meets Expectations 3	Above Expectations 4	Outstanding 5	Score
A. Electronic or online communication tools	Cannot use any electronic communication or course tools.	Uses email but does not use any other electronic communication or course tools	Uses email or other electronic tools to communicate with others	Effectively uses email or other electronic tools to communicate with others. Occasionally uses electronic course tools, such as registration or course management programs	Demonstrates the ability to identify and resolve errors causing disconnection or weak signals when using online communication tools	
B. Research and Information Fluency	Cannot use basic search engines	Can use basic search engines but cannot use library resources	Demonstrates a basic ability to navigate the internet and library resources to locate information weakly related to the task	Demonstrates a basic ability to navigate the internet and library resources to locate information related to the task	Can use the internet, library resources, or proprietary databases at an advanced search level	
C. Use of a variety of electronic resources to enhance employment skills**	Does not understand the value of using technology to assist in the completion of assignments	Cannot use Microsoft Office such as Word, PowerPoint, Excel.	Can use Microsoft Office such as Word, PowerPoint, Excel, or similar applications at basic level.	Can use Microsoft Office such as Word, PowerPoint, Excel, or similar applications to write papers, create presentations and spread sheets for projects.	Can use Microsoft Office such as Word, PowerPoint, Excel, or similar applications at an advanced level. Able to plot graph, manipulate and interpret data.	

Sources: https://www.rcampus.com/rubricshowc.cfm?code=BX8377W&sp=yes& , https://www.ssc.edu/wp-content/uploads/2014/09/TechnologyRubric.pdf , https://www.rasmussen.edu/degrees/business/blog/technology-skills-in-business/