

## Portfolio Assessment Rubric

***Directions: Rate each category on a scale of 3 (excellent) to 1 (unsatisfactory). Multiply your rating by the weight of that category to achieve the final score. Use the back of this page for additional comments. 78 pts possible; 63 pts needed for your portfolio to “pass”.***

	<i>Excellent (3)</i>	<i>Satisfactory (2)</i>	<i>unsatisfactory(1)</i>	<i>Rating</i>	<i>weight</i>	<i>Score</i>
<b><i>Table of Contents</i></b>	<ul style="list-style-type: none"> <li>Table of Contents is complete and agrees with the locations of all work/artifacts</li> </ul>	<ul style="list-style-type: none"> <li>Table of Contents is present</li> <li>One or two items are out of order.</li> </ul>	<ul style="list-style-type: none"> <li>No Table of Contents</li> <li>Papers have a confusing arrangement</li> </ul>		4	
<b><i>Overview Section</i></b>	Section includes: <ul style="list-style-type: none"> <li>Resume</li> <li>Job application (Can be completed @ Mock Interview)</li> <li>Education Career Plan</li> <li>Mission Statement</li> <li>Autobiography</li> <li>Transcript/Report Card</li> <li>Goals – Short and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>This section only is missing several artifacts listed to the left</li> <li>Artifacts are in good form</li> </ul>	<ul style="list-style-type: none"> <li>This section includes one or fewer artifacts and/or included artifacts are very poorly presented</li> </ul>		5	
<b><i>Artifacts</i></b>	Each section contains two artifacts and reflections	One or two artifacts or reflections are missing	More than two artifacts or reflections are missing		4	
<b><i>Artifact Selection and Placement</i></b>	<ul style="list-style-type: none"> <li>All artifacts are well-chosen</li> <li>Student incorporates feedback</li> </ul>	A majority of artifacts are suitable for portfolio presentation	There is little or no effort in the selection of artifacts		4	
<b><i>Artifact Reflections</i></b>	<ul style="list-style-type: none"> <li>All reflections are included</li> <li>Reflections are well-written and presented in final draft form</li> </ul>	One reflection is missing or does not support the chosen skill	Two or more reflections are missing or do not support the chosen skill		5	
<b><i>Appearance and Organization</i></b>	<ul style="list-style-type: none"> <li>Outstanding in appearance</li> <li>Suitable for presentation</li> <li>Cover is attractive and appropriate for the purpose</li> <li>Personal identification is clear/neat.</li> </ul>	<ul style="list-style-type: none"> <li>Contents are clean and neatly arranged</li> <li>Portfolio is in overall good condition</li> <li>Cover identification is appropriate to portfolio purpose</li> </ul>	<ul style="list-style-type: none"> <li>Portfolio is not suitable for presentation</li> <li>Artifacts are poorly displayed</li> <li>No identification on the cover.</li> </ul>		4	