

Portfolio and Product Rubric

Completeness (50)

Letter of Introduction to Judges _____/20

- Introduce student, mentor, and career of mentor
- Describe experiences at internship briefly
- Introduce product and portfolio
- Thank judges for their time

Previously Graded Work _____/30

- Work Samples
- Cover Letter
- Résumé
- Job Application
- Process Research Paper
- Work Experience Journals

Evidence of Learning (100)

Work Experience Documents _____/30

- Notes, photos, pamphlets, etc. that can be used as evidence of learning
- Hours Confirmation Form
- Interview Evaluation Form
- Final Supervisor's Evaluation
- Journals
- Clear labeling of evidence for grading clarity

Work Product Documents _____/40

- Planning evidence: sketches, notes, emails from mentor, research information.
- Process evidence: rough drafts, photos, software screen captures, video.
- Final product evidence: photos, PowerPoints, DVD's, etc.
- Clear labeling of evidence for grading clarity

Product Description _____/30

- Clear description of all parts of the product (poster(s), PowerPoint, DVD, slide show, simulation, etc.)
- Detailed description of the effort involved in creating the product (hours on each part and setbacks)
- Materials description (cost of items and how and where they were acquired)
- Learning stretch description (skills and knowledge acquired)
- Parenthetical References to Evidence

Evidence of Professionalism (100)

Work completed in a timely manner without excessive procrastination _____/50

- Quality control forms are included
- Work should be completed on time or should have a mentor and teacher note
- Original work should be improved according to quality control and teacher suggestions
- Receipts should not indicate last-minute planning
- Class time should be used effectively in completion of product and portfolio

Supervisor Evaluation Form demonstrates the mentor's satisfaction _____/20

Neatness and Organization demonstrates attention to detail _____/30

- Portfolio Cover
- Portfolio Dividers
- Work in Portfolio neatly included in the order on the checklist

Portfolio Total _____/250