

## Suggested Grading Rubrics for the Electronic Career Portfolio

Portfolio Component	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
<b>Appearance</b>	<ul style="list-style-type: none"> <li>▪ Career portfolio is missing components</li> <li>▪ Site is difficult to navigate or navigation is missing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Missing 1 of the following components:               <ul style="list-style-type: none"> <li>• materials are in order</li> <li>• materials are not neat and well ordered</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ All pages have a consistent look and style</li> <li>▪ Easy to navigate</li> <li>▪ Materials are logically organized</li> <li>▪ All required components are included</li> <li>▪ Graphically appealing</li> </ul>	<ul style="list-style-type: none"> <li>▪ All pages have a professional and consistent look and style</li> <li>▪ Easy to navigate</li> <li>▪ Materials are logically organized</li> <li>▪ All required components are included</li> <li>▪ Graphically appealing</li> </ul>
<b>Navigation</b>	<ul style="list-style-type: none"> <li>▪ Navigation does not work</li> <li>▪ Difficult to find sub pages</li> <li>▪ Pages are not organized</li> </ul>	<ul style="list-style-type: none"> <li>▪ Navigation is adequate</li> <li>▪ Most navigation buttons and links work correctly</li> <li>▪ Pages are logically grouped by skill area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Navigation is adequate and clear</li> <li>▪ All navigation buttons and links work correctly</li> <li>▪ Pages are logically grouped by skill area</li> <li>▪ Navigation is consistent on each page</li> </ul>	<ul style="list-style-type: none"> <li>▪ Navigation is complete and clear</li> <li>▪ All navigation buttons and links work correctly</li> <li>▪ Pages are logically grouped by skill area</li> <li>▪ Navigation is consistent on each page</li> <li>▪ Navigation toolbars parallel the tabs in the hard copy portfolio</li> </ul>
<b>Completeness</b>	<ul style="list-style-type: none"> <li>▪ Items are incomplete or missing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Statement of originality</li> <li>▪ Work philosophy</li> <li>▪ Career goals</li> <li>▪ Résumé</li> <li>▪ Navigation buttons or text</li> <li>▪ Includes 5 work samples with captions</li> <li>▪ References</li> <li>▪ Contact information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes all required components:               <ul style="list-style-type: none"> <li>• Statement of originality</li> <li>• Work philosophy</li> <li>• Career goals</li> <li>• Résumé</li> <li>• Navigation buttons or text</li> </ul> </li> <li>• Includes 10 work samples with captions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes all required components:               <ul style="list-style-type: none"> <li>• Statement of originality</li> <li>• Work philosophy</li> <li>• Career goals</li> <li>• Résumé</li> <li>• Navigation buttons or text</li> </ul> </li> <li>• Includes 15-20 work</li> </ul>

Portfolio Component	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
<b>(Completeness cont.)</b>			<ul style="list-style-type: none"> <li>• References</li> <li>• Contact information</li> <li>▪ Includes instructions for using the electronic portfolio</li> </ul>	<ul style="list-style-type: none"> <li>samples with captions</li> <li>• References</li> <li>• Contact information</li> <li>▪ Includes instructions for using the electronic portfolio</li> </ul>
<b>Work Samples</b>	<ul style="list-style-type: none"> <li>▪ Fewer than 5 work samples</li> <li>▪ Items are incomplete or missing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include a minimum of 5 work samples</li> <li>▪ Incorporates a minimum of 2 hard skills and 2 soft skills</li> <li>▪ Missing some of the following components:               <ul style="list-style-type: none"> <li>• Captions on each sample</li> <li>• Work samples do not fit in the appropriate skill area</li> <li>• Less than 2 of the following types of work samples are included:                   <ul style="list-style-type: none"> <li>♦ Letters of recommendation</li> <li>♦ Skill sets</li> <li>♦ Job sample</li> <li>♦ Class assignment or project</li> <li>♦ Certificates and degrees</li> <li>♦ Awards</li> <li>♦ Community Service</li> <li>♦ Professional Memberships</li> <li>♦ Plan of study</li> <li>♦ Faculty/Employee Bios</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Include a minimum of 10 work samples</li> <li>▪ Incorporates a minimum of 2 hard skills and 2 soft skills</li> <li>▪ Captions on each sample</li> <li>▪ Work samples are organized into the appropriate skill area</li> <li>▪ At least 3 of the following types of work samples are included:               <ul style="list-style-type: none"> <li>• Letters of recommendation</li> <li>• Skill sets</li> <li>• Job sample</li> <li>• Class assignment or project</li> <li>• Certificates and degrees</li> <li>• Awards</li> <li>• Community Service</li> <li>• Professional Memberships</li> <li>• Plan of study</li> <li>• Faculty/Employee Bios</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Include 15-20 work samples</li> <li>▪ Incorporates a minimum of 2 hard skills and 2 soft skills</li> <li>▪ Captions on each sample</li> <li>▪ Work samples are in the appropriate skill area</li> <li>▪ At least 4 of the following types of work samples are included:               <ul style="list-style-type: none"> <li>• Letters of recommendation</li> <li>• Skill sets</li> <li>• Job sample</li> <li>• Class assignment or project</li> <li>• Certificates and degrees</li> <li>• Awards</li> <li>• Community Service</li> <li>• Professional Memberships</li> <li>• Plan of study</li> <li>• Faculty/Employee Bios</li> </ul> </li> </ul>