

PORTFOLIO RUBRIC

| | Needs Improvement 5-6.4 pts | Satisfactory 6.5-7.5 pts | Good 7.6-8.5 pts | Excellent 8.6-10 pts |
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| | Little effort demonstrated or portfolio does not meet criteria. | Portfolio is almost acceptable, but more effort could have been shown. | Portfolio is acceptable, good effort shown. | Portfolio is excellent. Superior effort shown. |
| Clearly Defined Sections (10 points) | Sections not labeled. | Material is divided into sections, but not easily ascertained. | Material is divided into clearly defined sections with a table of contents. | Material is divided into clearly defined sections. Brief table of contents present. |
| Writing Style: Spelling and Grammar (20 points) | Portfolio contained numerous problems with sentence structure, spelling and grammar. | Portfolio contained some problems with sentence structure and more than 3 spelling and grammar errors. | Portfolio demonstrated good use of language, strong sentence structure, and less than 3 spelling and grammar errors. | Portfolio demonstrated excellent use of language, strong sentence structure, and no spelling and grammar errors. |
| Overall Impression (10 points) | Portfolio left a negative impression on the instructor. | Instructor had neither a negative or positive impression of the portfolio. | Instructor was pleased with the quality of the portfolio. | Instructor was impressed with the quality and presentation of the portfolio. |
| Organization (20 points) | Not acceptable, Papers are wrinkled, ripped and detached from binder. | Needs improvement. Additional tabs need to be added, needs contents placed in proper sequence and order. | Acceptable overall organization, with minor organization snafus in proper sequence. | Well done. Clear and clean organization of the entire portfolio developed with purpose for adding future material. |
| Content (30 points) | Not sufficient, does not include the mandatory assignments and the inserted assignments are not in final versions – they need further editing. | Minimum, not up to expectations – missing some of the mandatory assignments, not up to date in all areas. | On par with expectations, portfolio is up to date in most areas. | All required elements are up to date and presented with the utmost of professionalism. |
| Binder Condition (10 points) | Poor, damaged (cracked) No name. No plastic sleeves. | Binder appears clean and name is affixed in one place only. Minor issues of neatness of name plates. Not all papers in plastic sleeves. | Binder is new and clean, name is affixed properly in both places. No problems observed or noted. A few missing plastic sleeves. | Binder is brand new and clean, name is affixed properly in both places. No problems observed or noted. All papers are in proper format. |

TOTAL (100 points) _____