ELA Requirements - 1 full credit

Topics covered in this document:

Portfolio requirements

Materials Required

Students will be provided with a folder or binder in which to construct their portfolio as well as sheet protectors. If possible, students will be supplied with divider sheets, but this may fall back on the student to obtain.

Portfolio Assembly Requirements

Arrange your portfolio in the order listed above as well as in the section labeled *Building your Career Portfolio.*

Other ELA requirements: (not covered in this document)

Interview question responses (10)
Mock Interview
LA assignments in your individual course

Portfolio Timeline

September
What's Happening or Due this Month

Cover Page - Due September 30
Introductory/Goals Essay - Due September 30

Supply Mrs. W with email address where you want to receive reminders

October
What's Happening or Due this Month

Practice Interview Question #1 - Due October 31
Practice Interview Question #2 - Due October 31
Practice Interview Question #3 - Due October 31

Begin seeking references. ASK them before you use them.

November
What's Happening or Due this Month

Table Of Contents - Due November 22
List of 3 References - Due November 22

Have you asked for letters of recommendation? 1st due Dec 13

December
What's Happening or Due this Month

Practice Interview Question #4 - Due December 13
Practice Interview Question #5 - Due December 13
1st Letter of Recommendation - Due December 13

2 work samples due in February. Be taking pictures of work you want to include.

January
What's Happening or Due this Month

Practice Interview Question #6 - Due January 31
Practice Interview Question #7 - Due January 31
Practice Interview Question #8 - Due January 31
2nd Letter of Recommendation - Due January 31

What work two work samples will you include in your portfolio? Due Feb 28

February
What's Happening or Due this Month

Work Sample #1 with Reflection - Due February 28
Work Sample #2 with Reflection - Due February 28
Begin Resumes

Check out resume templates ahead of time at Canva.com or google templates.

March
What's Happening or Due this Month

Resumes
Practice Interview Question #9 - Due March 27
Practice Interview Question #10 - Due March 27

Having your finalized portfolio at your interview will make you stand out!

April
What's Happening or Due this Month

Finalized Portfolio - Due April 3

Check to see that your Table of Contents matches your actual portfolio contents.

It is never too early to secure references for your resume and portfolio.

Building your Career Portfolio

Career portfolios - Portfolios are used to apply for jobs, college admission, or training programs. More in-depth than a resume, a portfolio serves as proof of one's potential in the future by showcasing documents that demonstrate an individual's <u>education</u>, <u>skills</u>, and <u>accomplishments</u>. Portfolios have become commonplace in today's job search and improve the marketability of the job seeker.

The following supplies are needed to begin your portfolio:
- Three ring binder
- Clear sheet protectors
- Dividers

1. **Cover page (Required) – be creative, but professional**
   a) Title
   b) Full Name
   c) Mailing Address
   d) Phone Number(s)
   e) E-mail Address (make it look professional; avoid things like CHS-hotty@whatever.com)

2. **Table of contents (Required) - A list of the sections of the portfolio (organized in the order in which the sections appear)**

3. **Introduction/Goals Essay (Required) – A write up that includes important information regarding student's education, goals, work and/or extracurricular/community involvement. This can be in essay format or in letter format.**

4. **Résumé (Required)- A brief history of student's education, work experience, and other qualifications**

5. **List of references (Required) – a minimum of three is required (This should be neatly formatted and typed. Do NOT include this on your résumé but have it available when it's requested.)**
a) Name
b) Position/Title
c) Business/Organization (if applicable)
d) Address
e) Phone number(s)
f) E-mail address
g) Relationship to you (In what context do they know you? Don't just re-write their title!)

6. **Letters of recommendation (2) (Required) - Students must include at least two reference letters, provided by people who are familiar with his or her work or character. The reference letters can be employment-related, personal, or they can attest to the character of the student.**

7. Work samples (At least 2) (Required) - Examples of your best work specifically related to the job you seek such as blueprints, projects, reports, displays, photos of projects, photos of you working. A paragraph describing each sample is required.

Other work samples that may be included in addition to the above:
- Pictures, projects, descriptions of activities relating to personal interests and hobbies (i.e., photography, poetry, cooking, woodworking, etc.)
- Pictures, projects, descriptions of activities relating to community involvement (i.e., Scouts, religious organizations, 4-H, etc.)

8. Reflection Paper from Apprenticeship/Internship/Job Shadowing/CTC Program (Required) - A reflection paper following guidelines that will show your experience and impressions of one of the aforementioned opportunities.

9. (Optional) Credentials/Certifications - State/national certification or credentials, technical skills check off, and evidence of tool/equipment or technology/software proficiency
   A. State/national certification or credentials (i.e. CNA, Serve Safe, Tooling U, OSHA 10, CPR, ASE, etc.)
   B. Technical Skills check off – Check with your program instructor to obtain this
   C. Tool or Software proficiency – these are certificates created by instructors and/or students to illustrate student knowledge on a particular piece of technology, software program or a tool/machine used in the classroom/lab

10. (Optional) Awards/Recognition/Extracurricular - These show your level of activity and dedication. (Examples below)
   A. Letters of congratulations
   B. Newspaper photos/clippings about you
   C. Awards you received
   D. Scholarships
   E. Certificate of membership (BETA, NTHS, etc)
   F. 4-H or Scouting awards
   G. Thank you notes you received
   H. Information regarding volunteer work you have participated in
   I. Log of hours for volunteer work
   J. Employment/Job performance evaluations
   K. Mock Interview Evaluation

11. (Optional) Transcripts - Official school transcript

12. (Optional) Evidence of continuing education - This is evidence that shows you are furthering your education past the bounds of high school. These artifacts can be from completed experiences or show enrollment in them. College Acceptance Letters, College Transcripts, Workshops/Course completed

Career Portfolio of Patti Whittington

Patti Whittington
1080 South Silver Springs Road
Cape Girardeau, MO 63703

whittingtonp@capetigers.com

573-334-0826 Ext 6506

Table of contents & dividers

- You do not have to have page numbers on your table of contents
- If you would like a more creative table of contents, Canva.com has several customizable templates.
- The sample below was made in Canva (Your table of contents may vary based on the optional items added.
- Label your dividers to match your table of contents.

TABLE OF contents

Letter of Introduction

Resume

References

Letters of Recommendation

Coursework Samples

Reflection Papers

Credentials & Certifications

Awards & Recognition

Directions for writing the Essay of Introduction for Your Portfolio

Although there is no one specific method for writing an introduction of yourself, the best introductions are those that are genuine, show insight to your personality, and flow smoothly (they don't sound robotic and are not filled with grammatical errors). The sample included below is set up as a 5-paragraph essay and is a pretty good example of an introduction. The key is that you give examples to support your claims. If you say that you was once a shy kid, then give an example of this (I used to blush three shades of red when the teacher called on me in class.)

You may use the format here as a guide if you wish.

Part One

Introduce yourself. Describe your goals for the future. What career are you interested in? How much schooling does it require? Discuss any factors which helped influence to make these career and educational choices.

Part Two

Discuss your career as a student. What classes or subjects have you taken that were particularly challenging to you? What made them challenging? In which class did you gain the most satisfaction from your work? What academic areas are most interesting to you? How did these classes contribute to your education?

Part Three

Discuss the activities you have participated in during your high school years. These can be in clubs and organizations either in or out of school. What community services projects have you done? What work experience do you have? Do you have any hobbies, sporting interests, or collections? How have all these activities and awards contributed to making you the person you are?

See the sample provided on the following page

Sample
Essay of Introduction: your name (first & last)

"Que?" That was all I said when I moved into the United States from Mexico. I felt like a rabbit that had been yanked out of my secure hole and brought into a whole different world where I was the outcast. Back in Mexico my English vocabulary consisted of about fifteen words. Back in Mexico I thought that was a lot, but when I came into this country, boy did I find out I was wrong! My self-esteem had just been squashed to a microscopic size.

Fortunately I have recovered from the shock. I am now ranked two in my class and I have learned the English language so well that I shock most people when they learn that I am of Mexican origin. I have also learned to "socialize" with the community. I have regained enough confidence in myself that I have started to run for office in clubs and organizations. I am proud to say that I have successfully made a comeback from my childhood trauma.

I am currently Woodlake FHA's Secretary and CSF's Treasurer. The activity that took up most of my time in school was Woodlake High's Annual Career Day. I was CO-Chairperson. This job took a lot time and organizational skills. There was even a time when I thought that all the hard work was not going to come together for Career Day, but it did. Currently I am working for a second time as a Catechism aide for my church. This is a volunteer job where all the teachers and teacher aides come together and teach the children about the church and God. I volunteered for this because it gave me a way to participate in the church, but most of all, it enabled me to be with the children. I must admit my favorite time is feeling the children hug me and yell "Teacher, Teacher!" when they see me coming.

My peers see me as an "environmental freak," and in a way I understand their point of view. In one way or another I am always bringing up the environment and how the abuse of the environment affects the animals that live in it. My number one concern is the cruelty toward animals. This has caused me to become a vegetarian since a very young age. I also have a deep love for children from the ages of two to seven. It is a wonderful feeling to be admired by them, and just talking to them and spending time with them is a pleasure all by itself.

As I look into my future and try to find a path for my life, I find myself unable to do so. There are so many choices to choose from that I have been unable to find one that is perfect for me or that fulfills my goals. What are my goals? Well, what I am looking for is a job that will enable me to help my community. I want to leave a mark in this world in one way or another. It doesn't matter if it is worldwide or just between person and me. I just don't want to leave this world without having something to show for it. I have so many dreams and there are so many choices. Still, I am unable to find the one that is right for me. I expect that my future

experiences at college will help me grow emotionally so that finally I will be able to clear my mind and follow the path that I yearn to follow.

Resume

There is no specific format for the Resume; however, it should adequately summarize the student's marketable skills. The resume should be one-page in length and should provide clear and specific information **that is consistent with the information in the introductory essa**y. It should be professional in tone and appearance. Your resume should include:

A. Objective
B. Personal information
C. Education to date
D. Marketable skills or qualifications
E. Any important acknowledgements or honors

Canva.com has several free resume templates.

References

- References can be individuals who know your work style and can attest to your performance, time management, punctuality, and professionalism.
- References can be selected from a part-time or full-time job, an internship, volunteer or paid work experiences.
- References might include current or former supervisors, instructors, advisers, coaches, youth group leaders, or anyone in a professional position who can speak about your character, skills and work ethic.
- References should NOT be family, friends or peers.
- Do not choose people who are not well versed on your background and accomplishments.

Format for references:

First and last name
Position held
Company/Business name
Street Address of business
City, State Zip Code
Email address
Phone number

Example:

John Killeny
Assistant Manager
ABC Burgers
52 South Elm Street
Town, ST 12345
john.killeny@emailaddress.com
(555) 123-4567

You can use the template on the following page to create your List of References or click here to open up an editable template

Reference List for Joseph Smith

123 North Adams
Hometown, USA 12345
123.456.7891
jsmith10@gmail.com

First Name Last Name
Position/Title
Company/Business name
Street Address of business
City, State Zip Code
Email address
Phone number

First Name Last Name
Position/Title
Company/Business name
Street Address of business
City, State Zip Code
Email address
Phone number

First Name Last Name
Position/Title
Company/Business name
Street Address of business
City, State Zip Code
Email address
Phone number

Letters of Reference/Recommendation

- You will need to **formally ask** for a letter—by phone, in writing, or face-to-face—from each person from whom you want a letter of recommendation. **This is common courtesy.**

Although the content of the letter is normally left to the writer, here are some points to suggest:
- Your personal character.
- Your work ethic (including punctuality, use of sick time, working with others).
- Your motivation.
- Your enthusiasm for learning.
- Your relevant technical or career-related skills.
- Your relevant academic experience.

- Explain to the writer that you will include the letter in your portfolio, which you will use as you conduct your job search.

- Explain the time frame for completing the portfolio and ask each writer to complete the letter by a specific date.

- Make arrangements with each person to pick up the letter yourself or provide a self-addressed, stamped envelope. This courtesy will help ensure that you have your letters on time.

- Once you have received a letter, **you should thank the writer**, either in person or by writing a thank-you note.

You will find a printed Reference Letter Request form in this packet. A fillable PDF is also available.
1. Fill it in
2. Give one to each of the people you have asked for a letter of recommendation.
3. **Be sure to allow enough time for the writer to create the letter. I would ask least 2 weeks BEFORE the due date. Ultimately, if you do not have the letters when they are due, you will not be awarded the points, so plan this step of your portfolio carefully and follow up with the writer if necessary.**

**If you do not have the choice of Adobe Acrobat Reader to fill in the PDF form, I recommend using dochub.com.

Reference Letter Request Form

Complete this form and give it to anyone from whom you are requesting a letter of recommendation. This will help them to highlight things about you that they may not remember or know. Please include specific criteria that the job or scholarship is looking for. **Please attach necessary criteria if possible.**

Dear _____ I need a letter of recommendation for _____. Here is some information about me.

1. Name: _____ Age:_____ Year in school:_____
2. College/Trade School I plan to attend: _____
3. Career Choice/Goals: _____

4. Honors/Awards I have received   Date:
    (School, Community, Country)

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____

> **Ideas/traits to consider when writing my reference**:
> My personal character.
> My work ethic (including punctuality, use of sick time, working with others).
> My motivation.
> My enthusiasm for learning.
> My relevant technical or career-related skills.
> My relevant academic experience.

5. Activities/Sports I have been involved in:

School sports/Activities: Grade:
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____

7. School Clubs/organizations I have been involved in:

Club/Organization   Grade:
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____

Community Volunteer work I have done: Date:
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____

I would like to add this letter to my portfolio by _____. Please let me know if you need more time. I can be reached at _____.

Work Samples with Reflection

(From CareerOneStop)

Work samples are intended to provide employers with condensed examples of your best work and are a valuable way to sell your skills.

How many work samples should you include?

Two work samples are required. You may include more if you wish.

What samples should you include?

A work sample is evidence of the work you are capable of, demonstrates your skills and shows the quality of your work. Your work samples depend on your job objective. If you're applying for a job in childcare, include sample lesson plans and any relevant photographs. An auto worker might include pictures of auto restorations. A welder would include photos of welds and finished products. A graphic designer might include photos of designs and finished projects.

Look at the next page for an example of a Work Samples page. This is a very simple set up; however, if you are in graphic design, coding, marketing, or digital media, interviewers will be focused on your creativity, so keep that in mind.

Reflection
Each sample must include a brief write up describing the sample and including information such as: when, why and for whom the project was completed, what skills you used and/or learned during this project, what you could improve, what you would change, why you chose it. See the sample below.

Tip: Pictures can be troublesome to deal with. Choosing text-wrap under the photo often help me to format pictures and text.

Example Work Sample and Reflection

Work Sample #1 - Cotton Advertisement Redesign

In this assignment we were asked to recreate an advertisement so that the design was the same but the target market was different. I was given an advertisement for cotton that was directed to young women. I redesigned it so that it would target older women. I did this by changing the focus of the advertisement from style to comfort. I pictured an older woman relaxing by the pool instead of the original advertisement that had a younger women standing in the street. I used a combination of Adobe Photoshop and Adobe Illustrator to recreate it. The background and shadow was created in Photoshop and the line and text were created in Illustrator.
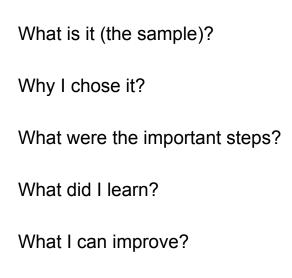
In this assignment, I had to try and communicate to a different audience when I redesigned this advertisement. I also gained more experience using both Photoshop and Illustrator. This assignment helped prepare me for the working world by improving my communication and technical skills.

Work Sample Reflection Starters

These open-ended statements can help guide your work sample reflections. It is important to include a reflection with each work sample. Remember that employers are looking for how this piece represents you as a potential worker, so both the choice of samples as well as the reflection are equally important.

Sample 1

What is it (the sample)?

Why I chose it?

What were the important steps?

What did I learn?

What I can improve?

Sample 2

What is it (the sample)?

Why I chose it?

What were the important steps?

What did I learn?

What I can improve?

Reflective Essay

Reflection Essay—This essay should reflect on the student's career program/internship/apprenticeship and should include a 2-page paper detailing ideas like:

- **Course name and brief description**
- **Why you chose this course**
- **What have you learned? The student should discuss their technical competencies/standards.**
- **How does what you have learned apply to real life situations and your future career goals?**
- **How will your technical class make you a better, more productive citizen for your community?**
- **What you liked, what you didn't like, what you would change and why the changes are needed.**

The reflection essay needs to be typed and it should no less than 2 pages, double-spaced, Time New Roman Font Size 12. Please ensure that your grammar and spelling are correct.

Reflective Essay Planning page [(Fillable PDF)](#)

See the sample included.

REFLECTION

Within the past two years here at Heyward Career and Technology Center, I've learned both minor and major things. From how to properly put cords away to the ins and outs of editing and the importance of continuity. And most importantly having a clear and written idea. When entering this class my original thoughts of a movie was just some random people got together had a camera and recorded the scenes one at a time. I learned quickly this definitely wasn't the way things were done. Making a movie could take years. Specific scenes for movies can take days and the entire production process could go on and on. But most importantly through my entire high school process, I've learned a lot about myself.

I was always the kid with my mind made up, I had a plan and some people loved that about me and very few others didn't. It grew attention from my teachers and the staff and adults in my community as if they had so much faith in me. Every time I'd do something I'd always get a compliment and a pat on the back and that inspired me to move forward. Yet I felt like something was missing, but I didn't know what it was? Like anything else I kept moving forward the best way I knew how, driven by my ability to make others happy through my accomplishments, but it wasn't until senior I truly figured out the emptiness that I was feeling.

Taking a loss and not actually doing well at something made me feel so bad, ultimately because of the fact that the many people who had faith in me didn't have the opportunity to go as far as I have or could go. There's never a day we don't want to be happy because that's we feel that's what we deserve, but my happiness laid in the hands of others. My mind was set on doing even better than the next time, doing better than the next person, being successful, it'll pay off and I'll have an easy life, I have lots of money and I'd achieve all these things by pleasing all of these people, but what's the fun in that, what am I gaining. I lacked the greatest skill anyone

could ever have and that's confidence. The average person aiming for success is willing to do whatever it takes and that was me. I let so much time pass me by doing the things to please everyone else. I didn't make time for quite time, time for my family, or time to even love myself.

I would frequently talk to my teacher Mr. China and tell him about things that I wanted to do and he'd always say "well why you want to do that" and though I tried to find an answer that didn't pertain to anyone else say but I couldn't. Then he'd say something along the lines of "Relax Ms. Woods, sit back and breathe, have some fun, you got it". He never me the true answers and responses, at least not the ones I wanted to hear. He wanted me to find them on my own. So I did.

It wasn't until recently I truly understood what they meant by the statement "be careful what you pray for". I prayed for a good life, I prayed for wealth, I prayed for good grades, all of which are good things but these weren't prayers I prayed for myself. When these things came the happiness never came. I missed out on the blessing so now I pray a different prayer, I have a new way to look at life. I take my failures and learn from them, and do things that make me happy. Understanding that I can't attain a perfect life is the best thing anyone could ever learn.

Success is most often achieved by those who know that failure is inevitable, yet will stay encouraged. Having this new outlook has made me humble and more willing to take a risk. When I approach a situation that may be a little uneasy I think of the knowledge I'll obtain instead of the problems it may bring. With this mindset, I'm ready to take on the world.

Portfolio Checklist and Timeline

❏ Cover Page	September 30, 2019
❏ Table of contents	November 22, 2019
❏ Letter of introduction	September 30, 2019
❏ Resume	<mark>March/April (specific date to be determined)</mark>
❏ List of references (3 references)	November 22, 2019
❏ Letter of recommendation (1) ❏ Letter of recommendation (2)	December 13, 2019 January 31, 2020

Coursework sample with written explanation
    ❏ (#1)
    ❏ (#2)
	February 28, 2020
	February 28, 2020

❏ Reflection paper (1)	April 10, 2020

Practice Interview questions (These do not have to be included in your portfolio.)
    ❏ (#1) Teamwork
    ❏ (#2) Problem-solving
    ❏ (#3) Organization
    ❏ (#4) Communication
    ❏ (#5) Leadership
    ❏ (#6) Initiative
    ❏ (#7) Goal Setting
    ❏ (#8) Conflict Resolution
    ❏ (#9) Creativity
    ❏ (#10) Safety
	(#1) October 31, 2019
	(#2) October 31, 2019
	(#3) October 31, 2019
	(#4) December 13, 2019
	(#5) December 13, 2019
	(#6) January 31, 2020
	(#7) January 31, 2020
	(#8) January 31, 2020
	(#9) March 27, 2020
	(#10) March 27, 2020

❏ Portfolio finalized	April 3, 2020

Other ELA requirements
    ❏ **Mock Interview**
    ❏ **Program Specific ELA assigned by**
	TBA
	As scheduled by program instructor

program instructor	

Cover Page and Table of Contents Rubrics

Cover Page Criteria Elements:	If any element is rated "Poor", the project must be edited to receive credit. 0 Points	Consider editing this project so that you exhibit professional work to potential employers. 3 points	Good work! Keep it up to create a great portfolio! 5 Points
Content Contains the following: A. Title B. Full Name C. Mailing Address D. Phone Number E. Professional Email address	**Poor** Content is NOT correct or included	**Fair** Content is correct but some content is missing	**Good** Content is correct
Appearance Professional, Polished and interesting to the viewer	**Poor** Cover Page is messy or unattractive	**Fair** Cover Page is complete but has elements that are unattractive	**Good** Cover Page is complete and is very visually appealing
Grammar, Mechanics, Spelling pts	**Poor** Cover Page contains more than one error in Grammar, mechanics, and spelling.	**Fair** Cover Page contains one error in grammar, mechanics, and spelling.	**Good** Cover Page has been edited for errors in grammar, mechanics, and spelling.
Minimum Score = 70%			**/15**

Table of Contents

Table of Contents Criteria Elements:	If any element is rated "Poor", the project must be edited to receive credit. 0 Points	Consider editing this project so that you exhibit professional work to potential employers. 3 points	Good work! Keep it up to create a great portfolio! 5 Points
Content pts Contains the required information/page headings as indicated on the instructions	**Poor** Content is NOT correct or included	**Fair** Content is correct but some content is missing	**Good** Content is correct
Appearance pts Enter criteria description	**Poor** TOC is messy or unattractive	**Fair** TOC is complete but has elements that are unattractive	**Good** TOC is complete and is very visually appealing
Grammar, Mechanics, Spelling pts Enter criteria description	**Poor** TOC contains more than one error in Grammar, mechanics, and	**Fair** TOC contains one error in grammar, mechanics, and spelling.	**Good** TOC has been edited for errors in grammar, mechanics, and spelling.

	spelling.			
	Minimum Score = 70%		**/15**	

Introductory Essay

Introductory Essay	Proficient (N/A) 4 pts	Effective (N/A) 3 pts	Basic (N/A) 2 pts	Needs Improvement (N/A) 1 pt
Ideas and Content I have made my audience SEE by giving clear ... S - Statements E - Explanations E - Examples	**Proficient** *Writing and ideas are clear and specific. * interesting details and examples. *Ideas are developed with insight and originality.	**Effective** *The reader can understand the main idea of my paper. *A few interesting details, but most of them are pretty general.	**Basic** *Has a main topic in , although not all of the details relate to the main topic. *All details are pretty general. *Very few details or examples	**Needs Improvement** *It is hard to identify the main topic. *One or two details, but they are not connected to anything else in the paper**.**
Word Choice -clarity, variety, impact of language	**Proficient** *Words are really clear and accurate. *Writing has a lot of energy! Language is varied with precision.	**Effective** *Most words are exciting to read. *The reader enjoys this paper.	**Basic** *The words are used accurately. *Not enough energizing words to create a clear visual for the reader.	**Needs Improvement** *Some old worn out phrases. *Words don't yet give a real specific picture *The reader can probably understand meani**g**
Conventions spelling, grammar, punctuation	**Proficient** Paper reflects a good grasp of standard writing conventions.	**Effective** Writer use conventions which enhance readability; but at other times, errors are distracting and impair readability.	**Basic** Contains some errors that interfere with the meaning of the writing.	**Needs Improvement** Errors in spelling, punctuation, grammar & usage make my paper difficult to read.
Organization -introduction, well-sequenced, conclusion	**Proficient** Paper is organized so topics and subjects are highlighted in a way that makes the paper interesting.	**Effective** Paper is organized in a way that makes it easy to read.	**Basic** Paper has thoughts that are not well-organized.	**Needs Improvement** Paper lacks a clear sense of direction with ideas just being strung together. It leaves the reader wondering how ideas are connected**.**
Voice -connection with audience, engaging	**Proficient** Writing is lively and holds the reader's attention. Strong form, clear, aware of audience.	**Effective** Writing speaks directly to audience.	**Basic** Voice and connections have stops and starts in this piece.	**Needs Improvement** Writing doesn't quite develop a connection with the reader yet.
Sentence Fluency -flow of ideas and writing, sounds smooth and connected when read	**Proficient** Attention paid to sentence flow and rhythm. Used a variety of transition words to improve the flow of ideas.	**Effective** Varied the length of sentences to make the piece flow smoothly. Wsed some transition words to improve the flow of ideas.	**Basic** Sentences are all the same length but readable. Used the same sentence structures or started many sentences the same way.	**Needs Improvement** Sentences are simple and choppy making the paper hard to read. Needs to work on the flow of writing.

Total Points _____ **x 2 =** _____**/48** _____**%**

List of References Grading Criteria

List of References - Criteria Elements:	If any element is rated "Poor", the project must be edited to receive credit. 0 Points	Consider editing this project so that you exhibit professional work to potential employers. 3 points	Good work! Keep it up to create a great portfolio! 5 Points
Content **Contains the following:** a) Name b) Position/Title c) Business/Organization (if applicable) d) Address e) Phone number(s) f) E-mail address g) Relationship to you (In what context do they know you? Don't just re-write their title!)	**Poor** Content is NOT correct or seems incomplete due to missing elements.	**Fair** Content is correct but some elements are missing	**Good** Each reference has all required elements.
Appearance & Format **Professional & Polished** **Follows Format template**	**Poor** Reference list is messy, unattractive and/or is not formatted	**Fair** Reference list is complete but has elements that are unattractive or formatting is a bit off	**Good** Reference list is complete, visually appealing, and correctly formatted.
Grammar, Mechanics, Spelling **pts**	**Poor** Reference list contains more than one error in Grammar, mechanics, and spelling.	**Fair** Reference list contains one error in grammar, mechanics, and spelling.	**Good** Reference list has been edited for errors in grammar, mechanics, and spelling.
	Minimum Score = 70%		**/15**

Resume Grading Criteria

Resume - Criteria	If any element is rated "Poor", the project must be edited to receive credit. 0 Points	Consider editing this project so that you exhibit professional work to potential employers. 3 points	Good work! Keep it up to create a great portfolio! 5 Points
Content Contains the following ESSENTIAL ELEMENTS A. Personal Profile or Objective B. Contact information C. Education to date D. Marketable skills or qualifications E. Specific Dates and places where applicable F. References on separate sheet	**Poor** Content is NOT correct or resume seems incomplete due to missing or incomplete Essential Elements	**Fair** Content is correct but some essential elements are missing.	**Good** Content is correct and complete. None of the essential elements are missing
Appearance & Format Professional & Polished Follows Format template	**Poor** Resume is messy, unattractive and/or is not formatted	**Fair** Resume has elements that are unattractive or formatting is a bit off	**Good** Resume looks professional and visually appealing. It is correctly formatted.
Grammar, Mechanics, Spelling pts	**Poor** Resume contains more than two errors in grammar, mechanics, and spelling.	**Fair** Resume contains one - two error in grammar, mechanics, and spelling but they do not detract from the meaning	**Good** Resume has been edited for errors in grammar, mechanics, and spelling.

Minimum Score = 70%   _____/15 X 5 = _____/75 (_____%)

Letters of Recommendation

Letters of Recommendation	0 Points	Consider editing this project so that you exhibit professional work to potential employers. 3 points	Good work! Keep it up to create a great portfolio! 5 Points
Letter of Recommendation	No letters have been included or they are not of a professional nature.	One professional-looking and interesting letter has been included.	Two professional-looking and interesting letters are included. Student supplied enough information to reference to write an informative letter.

_____/5 X 5 = _____/25 (_____%)

Work Sample Grading Criteria

Work Samples with Reflection Criteria	If any element is rated "Poor", the project must be edited to receive credit. 0 Points	Consider editing this project so that you exhibit professional work to potential employers. 3 points	Good work! Keep it up to create a great portfolio! 5 Points
Content **Contains the following ESSENTIAL ELEMENTS** a. **Picture or sample of work** b. **A written description of the work sample**	**Poor** Content is NOT correct or seems incomplete due to missing or incomplete Essential Elements. The viewer will struggle to understand the text or how this sample is relevant to be included in the portfolio.	**Fair** Content is correct but some essential elements are missing. The viewer has a good idea why the sample was included, but could have used a more complete description of the importance of including the sample	**Good** Content is correct and complete. None of the essential elements are missing. Viewer understands why the sample was included and how it demonstrates the student's ability.
Appearance & Format Professional & Polished Follows Format template	**Poor** Sample section is messy, unattractive and/or is not formatted in a logical or useful way.	**Fair** The samples have elements that are unattractive or formatting seems a bit off.	**Good** Samples look professional and visually appealing. The student has paid attention to formatting.
Grammar, Mechanics, Spelling	**Poor** This section contains more than two errors in grammar, mechanics, and spelling that affect meaning or readability	**Fair** This section contains one - two error in grammar, mechanics, and spelling but they do not detract from the meaning or readability	**Good** This section has been edited for errors in grammar, mechanics, and spelling. There are no distracting errors that affect readability or meaning.

Minimum Score = 70%   _____/15 X 3 = _____/5 (_____%)

Reflective Essay Rubric

Reflective Essay	Proficient (N/A) 4 pts	Effective (N/A) 3 pts	Basic (N/A) 2 pts	Needs Improvement (N/A) 1 pt
Ideas and Content I have made my audience SEE by giving clear ... S - Statements E - Explanations E - Examples	**Proficient** *Writing and ideas are clear and specific. * interesting details and examples. *Ideas are developed with insight and originality.	**Effective** *The reader can understand the main idea of my paper. *A few interesting details, but most of them are pretty general.	**Basic** *Has a main topic in , although not all of the details relate to the main topic. *All details are pretty general. *Very few details or examples	**Needs Improvement** *It is hard to identify the main topic. *One or two details, but they are not connected to anything else in the paper**.**
Word Choice -clarity, variety, impact of language	**Proficient** *Words are really clear and accurate. *Writing has a lot of energy! Language is varied with precision.	**Effective** *Most words are exciting to read. *The reader enjoys this paper.	**Basic** *The words are used accurately. *Not enough energizing words to create a clear visual for the reader.	**Needs Improvement** *Some old worn out phrases. *Words don't yet give a real specific picture *The reader can probably understand meani**g**
Conventions spelling, grammar, punctuation	**Proficient** Paper reflects a good grasp of standard writing conventions.	**Effective** Writer use conventions which enhance readability; but at other times, errors are distracting and impair readability.	**Basic** Contains some errors that interfere with the meaning of the writing.	**Needs Improvement** Errors in spelling, punctuation, grammar & usage make my paper difficult to read.
Organization -introduction, well-sequenced, conclusion	**Proficient** Paper is organized so topics and subjects are highlighted in a way that makes the paper interesting.	**Effective** Paper is organized in a way that makes it easy to read.	**Basic** Paper has thoughts that are not well-organized.	**Needs Improvement** Paper lacks a clear sense of direction with ideas just being strung together. It leaves the reader wondering how ideas are connected**.**
Voice -connection with audience, engaging	**Proficient** Writing is lively and holds the reader's attention. Strong form, clear, aware of audience.	**Effective** Writing speaks directly to audience.	**Basic** Voice and connections have stops and starts in this piece.	**Needs Improvement** Writing doesn't quite develop a connection with the reader yet.
Sentence Fluency -flow of ideas and writing, sounds smooth and connected when read	**Proficient** Attention paid to sentence flow and rhythm. Used a variety of transition words to improve the flow of ideas.	**Effective** Varied the length of sentences to make the piece flow smoothly. Wsed some transition words to improve the flow of ideas.	**Basic** Sentences are all the same length but readable. Used the same sentence structures or started many sentences the same way.	**Needs Improvement** Sentences are simple and choppy making the paper hard to read. Needs to work on the flow of writing.

Total Points _____ **x 2 =** _____/48 _____%

Any essay below 70% must be edited to receive credit.