Name J. Greene   Block 2nd   Date 10/22/21

Digital Portfolio Rubric

Criteria	Unsatisfactory 0-13	Satisfactory 14-17	Excellent 18-20	Earned Points
Bio	The bio is <u>incomplete</u> or <u>not included</u> and has several 4 or more spelling, grammatical, capitalization and punctuation errors.	The bio is included but does not introduce the student or portfolio content and/or does not show the students' individuality, and/or does not include an appropriate picture, and/or has more than 3 grammatical, spelling, capitalization, and punctuation errors.	The student includes a bio that introduces themselves and the portfolio content, includes an appropriate picture, and has less than 2 grammatical, spelling, capitalization, and punctuation errors.	17
Cover Letter	The student did not present a cover letter. The cover letter included is incomplete or has several format, spelling, grammatical, and punctuation errors.	The letter has more than two errors in formatting, contained three or more spelling, grammar, capitalization, punctuation or format errors. Did not go into enough depth of his or her interests, goals, and experiences.	The student provides a cover letter discussing the student's interests, goals and experience. The letter is in appropriate business format or has less than two errors in formatting and contains no more than 2 format, spelling, grammar, punctuation, and capitalization errors.	18
Resume	The student did not present a complete resume in appropriate format.	The student presented an incomplete typewritten resume using inconsistent format or a resume that exceeded one page. The student was able to partially describe education and experience.	The student presented a complete, neat, typewritten resume, which described education and experience in professional language. Two or less errors in format, content, and mechanics (spelling, grammar, punctuation, capitalization).	20
Career Goals	The student did not present a Career Goals Page or the Career Exploration Project included is incomplete.	Career Goals Page is included but does not include a short description that explains the students' Career Goals. The Career Exploration meets some of the project requirements.	Career Goals Page is included and includes a short description that explains the students' Career Goals. The Career Exploration Project is complete and meets all project requirements.	17
Examples of Work	The student did not provide a sampling of his or her best work.	The student is able to provide at least one sample of his/her best work, which highlights his/her abilities and/or interests. The student did not include a description of each project and what the student learned from the project.	The student is able to provide at least 2 samples of his/her best work, which highlight his/her abilities and/or interests. Each student example includes a description of the project and what the student learned from the project/assignment.	18
Extra Credit	Awards/Activities included with pictures of the awards/activities Letters of Recommendation Personal Interest/Hobbies Page included			0
Totals:	**0-65**	**70-85**	**90-100**	**90**

Comments: Nicely designed portfolio. I like your creativity and effort you put into creating your Eportfolio. The bio is nicely written; however, I deducted a few points from the bio because it had more than two spelling and punctuation errors. The Blue Jacket logo is nice, but it would also be nice to include a picture of yourself if you use your portfolio to apply for jobs or colleges. The cover letter is written in business format; however, the your signature should be spaced in the center. Your resume is complete, neatly typed and describes your education and experience in professional language. Career Goals Page is included but does not include a short description that explains the students' Career

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Goals. The Career Exploration meets some of the project requirements. You included some good work samples that shows what you have learned in the Business & Technology pathway. Each artifact chosen includes a description of the project. Only one artifact is missing what you learned from the assignment. Overall, Excellent job.