

Digital Career Portfolio Rubric: A. Avendano

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.	20
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 was not in appropriate business letter format, 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 format and contains no more than 2 format, spelling, grammar, punctuation, and capitalization errors.	15
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.	20
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			5
Totals:	0-65	70-85	90-100	98%

Teacher Feedback: Awesome Portfolio. You definitely went above and beyond on this assignment. From your photo bio and your well written resume, your portfolio showcased you in a positive light. Remember that when submitting a formal letter, it is ok to place an electronic signature on the document. Your cover letter has incorrect spacing, and no signature attached. Thanks for providing your student work samples, I love the way 3DE and your Business Technology pathway work hand in hand. Thanks for submitting your awards, you got the extra point. Great Job on this assignment.