

Virtual Workplace Experience II

Getting Started – 04-06 Final Portfolio Rubric



Name _____ Date _____

General				
	4 – Excellent	3 – Good	2 – Fair	1 – NI
Cover Page	Typed cover page includes portfolio title; MLA Heading (with student's name, teacher's name, class, and date)	Is missing 1 required element	Is missing 2 required elements	Is missing more than 2 required elements or does not exist
Table of Contents	Portfolio contains a complete table of contents of all major sections of project. All pages numbered and correspond with the table of contents.	Portfolio has a table of contents outlining a few broad sections only. Has numbered pages that correspond with the table of contents.	Portfolio table of contents is out of order or incomplete. Page numbers do not correspond, or are incomplete.	Table of contents is missing, or portfolio does not have page numbers.
Self-Evaluation	Student has included a complete evaluation with no errors.	Student has included a complete evaluation with 1-3 errors.	Student has included a complete evaluation with many errors.	Student has not included an evaluation.
Portfolio Quality	Entire portfolio displays advanced professionalism, creativity, and pride. Careful attention has been paid to detail, neatness, and clarity. Overall, portfolio shows the student learned, grew and mastered course objectives. ALL components included.	Portions of the portfolio display advanced level of professionalism and creativity. Some attention has been paid to detail, neatness, and clarity. Overall, portfolio shows the student learned, grew and met course objectives ALL components included.	The portfolio displays little professionalism and/or creativity. Attention to detail, while present, is inconsistent. Neatness and clarity may be a problem. Evidence of learning, growth present. MOST components included.	The portfolio is little more than a collection of documents hastily stuffed into a binder at the last minute. Missing required components.
Reflection				
Sentence Structure and Grammar	Sentences are well constructed and there is no more than 1 grammatical errors.	Sentences are well constructed and there are minor grammatical errors.	Sentences lack proper construction but the point can still be found.	Poor sentence construction and grammar. Main point is unclear.
Connection	Reflects on learning and experience gained, show creativity/original thinking, use abundant examples to illustrate and support, use complete sentences, are neat and orderly, and meet the required total of two pages. Clearly demonstrates growth over the course of school year.	Demonstrates some reflection on learning and experience gained, show signs of creativity/original thinking, uses some examples to illustrate and support, uses complete sentences, are neat and orderly, and meet the required total of two pages.	Reflection shows only what the student DID, but do not reflect on learning; mechanical or penmanship problems may hamper clarity; content of reflection indicate it was late or done at the last minute. May be too brief or short of the minimum pages.	Reflection is not on topic and does not address the work.
Sources	All sources (information and graphics) are accurately documented in the desired format.	All sources (information and graphics) are accurately documented, but a few are not in the desired format.	All sources (information and graphics) are accurately documented, but many are not in the desired format.	Some sources are not accurately documented.

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Name _____ Date _____

Artifact Set 1 Project Title _____				
	4 – Excellent	3 – Good	2 – Fair	1 – NI
Graded Rubric included	Final graded rubric for project included			Rubric missing
Required Project Artifacts (varies by project)	Portfolio section includes all required artifacts as laid out in project overview or required by teacher.	Portfolio section missing 1 of the required artifacts as laid out in project overview or required by teacher.	Portfolio section missing 2 of the required artifacts as laid out in project overview or required by teacher.	Portfolio section missing more than 2 of the required artifacts as laid out in project overview or required by teacher.
Project Self-evaluation	Student has included a complete evaluation with no errors.	Student has included a complete evaluation with 1-3 errors.	Student has included a complete evaluation with many errors.	Student has not included an evaluation.
Artifact Set 2 Project Title _____				
Graded Rubric included	Final graded rubric for project included			Rubric missing
Required Project Artifacts (varies by project)	Portfolio section includes all required artifacts as laid out in project overview or required by teacher.	Portfolio section missing 1 of the required artifacts as laid out in project overview or required by teacher.	Portfolio section missing 2 of the required artifacts as laid out in project overview or required by teacher.	Portfolio section missing more than 2 of the required artifacts as laid out in project overview or required by teacher.
Project Self-evaluation	Student has included a complete evaluation with no errors.	Student has included a complete evaluation with 1-3 errors.	Student has included a complete evaluation with many errors.	Student has not included an evaluation.
Artifact Set 3 Project Title _____				
Graded Rubric included	Final graded rubric for project included			Rubric missing
Required Project Artifacts (varies by project)	Portfolio section includes all required artifacts as laid out in project overview or required by teacher.	Portfolio section missing 1 of the required artifacts as laid out in project overview or required by teacher.	Portfolio section missing 2 of the required artifacts as laid out in project overview or required by teacher.	Portfolio section missing more than 2 of the required artifacts as laid out in project overview or required by teacher.
Project Self-evaluation	Student has included a complete evaluation with no errors.	Student has included a complete evaluation with 1-3 errors.	Student has included a complete evaluation with many errors.	Student has not included an evaluation.
Artifact Set 4 Project Title _____				
Graded Rubric included	Final graded rubric for project included			Rubric missing
Required Project Artifacts (varies by project)	Portfolio section includes all required artifacts as laid out in project overview or required by teacher.	Portfolio section missing 1 of the required artifacts as laid out in project overview or required by teacher.	Portfolio section missing 2 of the required artifacts as laid out in project overview or required by teacher.	Portfolio section missing more than 2 of the required artifacts as laid out in project overview or required by teacher.
Project Self-evaluation	Student has included a complete evaluation with no errors.	Student has included a complete evaluation with 1-3 errors.	Student has included a complete evaluation with many errors.	Student has not included an evaluation.
Artifact Set 4 Project Title _____				
Graded Rubric included	Final graded rubric for project included			Rubric missing
Required Project Artifacts (varies by project)	Portfolio section includes all required artifacts as laid out in project overview or required by teacher.	Portfolio section missing 1 of the required artifacts as laid out in project overview or required by teacher.	Portfolio section missing 2 of the required artifacts as laid out in project overview or required by teacher.	Portfolio section missing more than 2 of the required artifacts as laid out in project overview or required by teacher.
Project Self-evaluation	Student has included a complete evaluation with no errors.	Student has included a complete evaluation with 1-3 errors.	Student has included a complete evaluation with many errors.	Student has not included an evaluation.