

Grade 11 Portfolio Rubric & Score Sheet ID# _____ Name: _____

	Exemplary	Proficient	Basic	Unsatisfactory	Score
Cover Letter and Resume (Scored by Shop Teacher)	10 Points	8 Points	6 Points	0 Points	
	<ul style="list-style-type: none"> Professional appearance Information is accurate and very detailed No spelling/grammar errors 	<ul style="list-style-type: none"> Professional appearance Information is accurate with adequate detail No more than 2 spelling/grammar errors 	<ul style="list-style-type: none"> Rudimentary appearance Information is disorganized with some inaccuracies No more than 3 spelling/grammar errors 	<ul style="list-style-type: none"> Cover letter and/or Resume are missing Information is inadequate and inaccurate More than 3 spelling/grammar errors 	

	Exemplary	Proficient	Basic	Unsatisfactory	Score
Evidence (Any project(s) or entries that demonstrate a student's career/technical skills) (Scored by Shop Teacher)	50 Points	40 Points	30 Points	0 Points	
	<ul style="list-style-type: none"> Portfolio contains evidence of 3 or more activities demonstrating skill mastery Utilizes exemplary verbal and/or written reflections Supplemental projects showcase complex skill sets and analysis Consistent, visually pleasing formatting No spelling/grammar errors Presentation establishes that this student is a highly qualified candidate for employment 	<ul style="list-style-type: none"> Portfolio contains evidence of 2 activities demonstrating skill proficiency Utilizes proficient verbal and/or written reflections Consistent, visually pleasing formatting No more than 2 spelling/grammar errors Presentation establishes that this student is a qualified candidate for employment 	<ul style="list-style-type: none"> Portfolio contains evidence of 1 activity demonstrating skill competency Utilizes basic verbal and/or written reflections Consistent, visually pleasing formatting No more than 5 spelling/grammar errors Presentation establishes that this student is a potential candidate for employment 	<ul style="list-style-type: none"> Portfolio contains no evidence of activities demonstrating skill competency No verbal and/or written reflections Inconsistent, visually confusing formatting 6 or more spelling/grammar errors Presentation fails to establish that this student is a viable candidate for employment 	

	Exemplary	Proficient	Basic	Unsatisfactory	Score
Accomplishments (Scored by Shop Teacher)	10 Points	8 Points	6 Points	0 Points	
	<ul style="list-style-type: none"> OSHA certification plus 2 or more industry certificates/certifications, or awards, extra-curricular activities and/or community service 	<ul style="list-style-type: none"> OSHA certification plus 1 industry certificates/certifications, or awards, extra-curricular activities and/or community service 	<ul style="list-style-type: none"> OSHA certification 	<ul style="list-style-type: none"> There are no industry certificates, certifications and/or awards including OSHA 	

	Exemplary	Proficient	Basic	Unsatisfactory	Score
Junior Career Action Plan (Scored by School Counseling)	20 Points	16 Points	12 Points	0 Points	
	<ul style="list-style-type: none"> Junior Career Action Plan demonstrates research and analysis of information and objectives required to meet specific established goals of post-secondary plan 	<ul style="list-style-type: none"> Junior Career Action Plan includes clear information required to meet established goals of post-secondary plan 	<ul style="list-style-type: none"> Junior Career Action Plan includes minimal information required to meet established goals of post-secondary plan 	<ul style="list-style-type: none"> Junior Career Action Plan lacks objectives and goals required for a post-secondary plan 	

	Exemplary	Proficient	Basic	Unsatisfactory	Score
Portfolio Submission Status (Scored by Shop Teacher)	10 Points	8 Points	6 Points	0 Points	
	<ul style="list-style-type: none"> Completed Portfolio submitted prior to due date 	<ul style="list-style-type: none"> Completed Portfolio submitted on due date 	<ul style="list-style-type: none"> Completed Portfolio submitted 1 day beyond due date 	<ul style="list-style-type: none"> Portfolio submitted 2 or more days beyond due date 	

Vocational Teacher Approval _____

Administrative Approval _____

Score Total: _____