

Grade 12 Portfolio Rubric & Score Sheet ID# _____ Name: _____

	Exemplary	Proficient	Basic	Unsatisfactory	Teacher Score
Evidence (Any project(s) or entries that demonstrate a student's career/technical skills) (Scored by Shop Teacher)	50 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 	40 Points <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 	30 Points <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 	0 Points <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	Teacher Score
Senior Career Action Plan (Scored by Counselor)	20 Points <ul style="list-style-type: none"> Action plan demonstrates research and analysis of information and objectives required to meet specific established goals of post-secondary plan 	16 Points <ul style="list-style-type: none"> Action plan includes clear information required to meet established goals of post-secondary plan 	12 Points <ul style="list-style-type: none"> Action plan includes minimal information required to meet established goals of post-secondary plan 	0 Points <ul style="list-style-type: none"> Action plan lacks objectives and goals required for a post-secondary plan 	

	Exemplary	Proficient	Basic	Unsatisfactory	Teacher Score
Accomplishments (Scored by Shop Teacher)	10 Points <ul style="list-style-type: none"> OSHA certification plus 3 or more industry certificates/certifications, awards, extra-curricular activities and/or community service 	8 Points <ul style="list-style-type: none"> OSHA certification plus 2 industry certificates/certifications, awards, extra-curricular activities and/or community service 	6 Points <ul style="list-style-type: none"> OSHA certification plus 1 industry certificate/certification, award, extra-curricular activity and/or community service 	0 Points <ul style="list-style-type: none"> There are no industry certificates, certifications and/or awards including OSHA 	

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

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Letters of Recommendation or Reference List (Scored by Shop Teacher)	10 Points <ul style="list-style-type: none"> 3 or more signed letters of recommendation or a list with 3 references 	8 Points <ul style="list-style-type: none"> 2 signed letters of recommendation or a list with 2 references 	6 Points <ul style="list-style-type: none"> 1 signed letter of recommendation or a list with 1 reference 	0 Points <ul style="list-style-type: none"> There are no signed letters of recommendation or no list of references 	

Vocational Teacher Approval _____

Administrative Approval _____

Score Total: _____