INTERNSHIP CAREER PORTFOLIO
GRADING RUBRIC

Intern: _____ Placement Site: _____ Hours: _____

Part 1: Portfolio Mechanics

Structure & Format	o Organized as a Career Portfolio; follows format provided in portfolio lesson		2
	o Modified version from portfolio lesson		1
	o Not aligned with given format		0
Grammar & Writing	o Well-written; No spelling or grammatical errors		3
	o Few (less than 5) spelling/grammatical errors		2
	o Poorly written; too many errors to count		0
Appearance: Professionalism, Interview Readiness & Creativity	o Outstanding: Professional, creative and ready to use for interviews		4
	o Very Good: Professional presentation; original may need some minor changes		3
	o Good: Some areas are not professional; attempted creativity; recommendations made		2
	o Poor: Unprofessional presentation; do not use for interviews		0

Total:_____/9

Part 2: Reflection

Summary of Experience	o Clear, concise and effective overview		3
	o Somewhat effective overview		2
	o Unclear and/or ineffective introduction		1
	o No summary included		0
Evidence Overview: Item Description and Process	o Excellent: All evidence is introduced and the process for completion is described clearly		4
	o Good: Most evidence sets are described clearly		3
	o Fair: Some evidence is described; others are not		2
	o Poor: Few evidence sets are described		1
	o None of the evidence sets are described		0
Evidence Overview: Abilities and Learning Outcomes	o Excellent : Thorough explanation regarding skills developed and what was learned		4
	o Good: General explanation learning/skills		3
	o Fair: Inconsistent explanations		2
	o Poor: Unclear explanations		1
	o Failed to explain what was learned		0

Total:_____/ 11

Part 3: Outcomes and Competency

Relevance of Evidence	o All evidence is relevant and your own work o Most evidence is relevant and your own work o Evidence varies in relevancy and authorship o Few evidences are relevant or your own work o Evidences are not relevant nor your own work		5 4 3 1 0
Development of Evidence: Proof of Accomplishment	o Outstanding: Clear accomplishment of learning and/or skill development; very impressive evidence o Very Good: Proof of accomplishment; strong evidence o Good: Accomplishment & evidence varies in quality o Fair: Some accomplishment; weak evidence o Poor: Little evidence of accomplishment o No evidence of accomplishment		10 8 6 3 1 0
Resume	o Perfect: Ready for job search o Good: Some revisions needed o Poor: Major revisions needed o Resume not included		3 2 1 0

Total:_____/18

Additional Instructor Comments:

Portfolio Grading Summary:

Mechanics: ____/ 9

Reflection: ____/ 11

Outcomes: ____/ 18

Total: *____/ 38*