

Name:

Teacher:

Portfolio Checklist, 2013-2014

*Items are not necessarily done in the order in which they are listed.
Items must be fully completed and signed where appropriate.*

✓	ITEM (IN ORDER OF APPEARANCE)
	Cover Page (Use Proclamation Slide)
	Table of Contents
	Résumé
	Revised Letter to the Judges
	Clean copy of Research Paper
	Completed Mentor Hours Log
	Mentor Evaluation and Product Verification Form
	Photograph of you with your mentor
	Copy of Thank-You Note to mentor
	Final copy of Reflective Journal

Portfolio Rubric, 2013-2014

	Exemplary		Proficient		Satisfactory		Unsatisfactory	
Completeness (60 points)	All required elements are included, in order, and complete.	60	One required item is missing or insufficiently completed.	50	Two required items are missing or insufficiently completed.	40	Three or more required items are missing or insufficiently completed.	30
Quality of responses on Reflective Journal (20 points)	Responses and entries are detailed, thoroughly explained, and error free.	20	Responses lack elaboration but are adequate. Work may include 1-2 errors in conventions of language.	15	Responses do not include details and elaboration. Responses include 3-4 errors in conventions of language.	10	Many responses lack elaboration; more than 4 errors appear in conventions of language.	5
Appearance (20 points)	Appropriate elements of the portfolio are typed and are professional in appearance.	20	Portfolio is neatly typed and pages are clean and un-smudged, but portfolio may contain typographical errors.	15	Portfolio lacks professional appearance; some pages may be crumpled or smudged. Errors are evident throughout portfolio pages.			5

TOTAL POINTS _____ / 100 (5% of total class grade)
