**Senior Project Portfolio Rubric**

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| **Category** | **Not Meeting Expectations** | **Approaching Proficiency** | **Proficient** | **Mastery** | **Totals** |
| Journals (Adherence and Relevance) | Information presented is irrelevant and does not add to the student’s analysis of the job-shadowing/career-related project. Information presented is difficult/impossible to understand and consistently confuses the reader. | Some information is relevant and adds to the student’s analysis of the job-shadowing/career-related project. Information presented is sometimes difficult to understand and may confuse the reader. | Most information is relevant and adds to the student’s analysis of the job-shadowing/career-related project. Information presented is easy to understand and engages the reader. | All information is relevant and effectively adds to the student’s analysis of the job-shadowing/career-related project. Information presented is easy to understand and engages the reader. | **\_\_\_\_\_** of 14 possible points |
| Photographs and Captions | The portfolio must contain 10 total photographs. Each photograph must be accompanies by a caption that describes the content of the photograph. Each photograph is worth ½ of a point (5 total possible points). Each caption is worth ½ of a point (5 total possible points). Photographs that are irrelevant and captions that are uninformative will not be awarded points. An additional 4 points will be awarded to students whose captions go beyond a superficial description of the photograph’s physical contents. | | | | \_\_\_\_\_ of 10 possible points (photographs and captions)  \_\_\_\_\_ of 4 possible points (meaningful captions) |
| Format of Journals | Journals were missing from senior project portfolio. | X | X | Journals were consistently formatted in senior project portfolio. | \_\_\_\_\_ of 4 possible points |
| Professional Presentation of Portfolio | Portfolio is unprofessional in presentation and appearance. | Portfolio was not included in a professional binder or folder. Writings contained distracting grammatical errors. Photographs are presented in a somewhat unprofessional manner. Some aspects of written work are not word-processed. | Portfolio was included in a professional binder or folder. Writings contained noticeable grammatical errors. Photographs are presented in a somewhat unprofessional manner. All aspects of written work are word-processed. | Portfolio was included in a professional binder or folder. Writings were nearly free of grammatical errors. Pictures are clear (with the student appearing in at least one of them). All aspects of written work are word-processed. | \_\_\_\_\_ of 14 possible points |
| Verification Form | Job shadowing/career-related project verification form was missing from senior project portfolio. | X | X | Job shadowing/career-related project verification form was completed and included in senior project portfolio. | \_\_\_\_\_ of 4 possible points |