

## Professional Portfolio Scoring Rubric

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

COUN V02 Career Planning & Life Exploration - Fall 2017

CATEGORY	4	3	2	1
Organization	Content is very organized with well-constructed sections and appropriate documents.	Content is organized with well-constructed sections.	Content is organized, but sections are not well-constructed.	The content appears to be disorganized.
Quality of Information	Information clearly relates to career objectives. Portfolio includes several supporting documents and/or examples.	Information clearly relates to the career objective. Portfolio provides one or two supporting documents and/or examples.	Information clearly relates to the career objective. No supporting documents and/or examples are given.	Information has little or nothing to do with the career objective.
Writing Conventions	Resume, Cover Letter and supporting documents include professional use of standard English conventions.	Resume and Cover Letter include professional use of standard English conventions.	Resume and Cover Letter include inconsistent use of standard English conventions.	Documents are missing or incomplete and do not adhere to standard English conventions.
Supporting Documents	Several supporting documents are provided and strongly align with career and educational objectives. Portfolio could be easily adapted for use in future applications.	A few supporting documents are provided and align with career and educational objectives.	One or two supporting documents are provided and align with career and educational objectives.	Lack of supporting documents and/or documents provided do not align with career and educational goals.

Total Score: \_\_\_\_/16\_\_\_\_