

# Career and Technology Foundations Electronic Portfolio Rubric



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

Hour: \_\_\_\_\_

Points: \_\_\_\_\_

Report Section	Points Available	Points Earned	Discrepancy If Any
<b>Home</b>			
Letter/Video of Introduction + Picture	5		
Total Points	5		
<b>Introduction</b>			
Personal Mission Statement	5		
Cover Letter	10		
Resume	10		
Personal References (3-5)	5		Stapled to rubric
Total Points	30		
<b>Professional</b>			
Letters of Recommendation (2)	10		
Total Points	10		
<b>Academics</b>			
Certificates/Awards (at least 2)	6		
Additional C&A's worth .5 extra credit up to 4 points (10 altogether)			
Total Points	6		
<b>World of Work</b>			
Friend/Family Interview (2)	8		Stapled to rubric
Bucket List/Goals (10 goals)	5		
Completed Job Application	6		Stapled to rubric
Bills and Expenses	5		Stapled to rubric
Career Research Report/Presentation	10		
Total Points	34		
<b>Work Samples</b> One from each class you currently have 3-5 sentence caption explaining the assignment and grade	10		
<b>Weebly Design &amp; Creativity</b> Spelling/Grammar (-1 each instance)	5		
Grand Total Points	100		