

BUILDING A CAREER PORTFOLIO



CAREER PORTFOLIO PROJECT RUBRIC

Categories can carry different weights. It is up to the teacher to determine what these weights might be.

PROJECT BINDER RUBRIC				
	4 = WELL DONE, WITH STYLE	3 = MOSTLY GOOD, SOME WEAKNESSES	2 = SOME STRENGTHS, NEED WORK	1 = NOT GOOD ENOUGH, FEW REDEEMING QUALITIES
POLISH Mechanics, organization, attractiveness, logical sequence	Excellent grammar; no spelling mistakes; neat and accurate labeling of sections and documents; logical flow of documents	Proper grammar and correct spelling; neat, but some disorganization	Mostly correct grammar and spelling; lacks logical flow of materials; lacks overall appeal	Limited use of correct mechanics, no review of spelling; illogical order of documents; messy
DOCUMENTATION Accurate, realistic, thorough	Submitted documents belong in the path of the student's chosen career; content is accurate throughout; provides details; is relevant to chosen career path	Submitted documents demonstrate connections to chosen career; content is accurate but lacks some supportive details	Required documents are all present but do not connect to chosen career; not all the content is thoroughly presented	Some documents are missing; lacks accuracy and clarity
SELF-ANALYSIS Awareness, skills, process, growth	Portfolio content demonstrates an unusually insightful understanding of personal growth and awareness of the requirements for future education and skill development	Portfolio content demonstrates awareness of personal growth and evidence that the student understands the overall process of the career path; it lacks some details	Portfolio content shows some recognition of personal growth and lacks some awareness of what is required to pursue the career of choice	Portfolio does not adequately demonstrate personal growth or learning. Many details are missing
IMPACT Overall impression, use of creativity, authenticity	Portfolio compellingly demonstrates passion to get an aviation/aerospace job; demonstrates professionalism and uniqueness and includes many extra details beyond the requirements	Portfolio adequately reflects desire to achieve an aviation/ aerospace job; may lack some creativity and details to make it completely authentic	Portfolio shows interest in an aviation/ aerospace job but is not convincing; lacks overall attention to detail	Portfolio shows little interest in aviation and aerospace jobs; and lacks significant attention to detail