**WBL Career Portfolio**

**2015-2016**

**IMPORTANT: Be sure to read *ALL* directions carefully in order to receive full credit for your portfolio. Please remember this is a graduation requirement and your Final Exam grade. Incomplete portfolios will not be accepted, a grade of zero will be given, and you will have to complete the Senior Capstone Project in order to graduate if you are a senior.**

**General Directions:**

* Save all files in a file folder and name the folder: firstnamelastname\_CareerPorfolio15
  + To create a folder, follow these steps:
    - Open My Documents or flashdrive
    - Right click, hover over New, and select Folder
    - Name the folder firstnamelastname\_CareerPorfolio15
    - Save all of your work inside this folder
    - Name all assignment files by what they are called in the instructions. For example: Individual Career Plan, Communication, Dress for Success, etc.

**Content:**

Create 3 folders inside the first folder you created and name them with the following bold headings. Within each of these folders, place the files listed.

**I. Career-Pursuit Information**

* + - 1. *Cover Letter – January Module*
      2. *Resume – January Module*
      3. *Follow up Letter – January Module*

**II.** **Career Research Information**

1. *Individual Career Plan – September Module*
2. *Job Shadow Interview – February Module*
3. *Job Shadow Reflection – February Module*

**III.** **Soft Skills**

* + 1. *Work Philosophy – October Module*
    2. *Communication – March Module*
    3. *Dress for Success – November Module*

**IV.** **Awards and Reference Letters – Copy awards/recognition and paste in Word document, or scan and save file into your portfolio folder.**

1. *Work Picture – August Module*
2. *Reference Letters – December Module*
3. *Awards / Recognition – December Module – Examples Include: CTSO, organization, or club, Academic, Employer recognition, Community recognition, etc.*

**To Turn In:**

* Right click your Portfolio folder
* Hover over “Send To” and click “Compressed (zipped) Folder”
  + A new folder will appear with a zipper on it
* Email the compressed folder to: [jdavis@paulding.k12.ga.us](mailto:jdavis@paulding.k12.ga.us) with your name and Portfolio in the subject line.

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| **Student Name:** | | | |
| **Work-Based Learning**  CAREER PORTFOLIO ASSESSMENT RUBRIC  2015-2016 | | | |
| **Category** | **Criteria** | **Points** | **Notes** |
| **Organization**  **25** | * Correctly created and named file folders * Correctly named files * Documents in order as identified in the instructions (Use numbers, Roman Numerals, etc.) |  |  |
| **Mechanics/**  **Written Communication**  **25** | * No misspellings, grammatical or capitalization errors * Accurate information * Proper format |  |  |
| **Attractiveness**  **25** | * Professional appearance * All assignments are neat. * All files separated |  |  |
| **Requirements**  **25** | * All documents, pictures, videos, PowerPoints, etc. required in the portfolio are present. |  |  |
| **Total Points Possible 100** | | | **Portfolio Grade** |