**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 with your name and Portfolio in the subject line.

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| **Student Name:**  |
| **Work-Based Learning**CAREER PORTFOLIO ASSESSMENT RUBRIC2015-2016 |
| **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** |