**WBL Career Portfolio**

**2015-2016**

**ATTENTION: Only submit assignments completed Fall Semester (highlighted) for December Final Exam Portfolio Grade.**

**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, Work Philosophy, Dress for Success, etc.

**Content:**

**I. Career-Pursuit Information**

* + - 1. *Cover Letter*
      2. *Resume*
      3. *Follow up Letter*
      4. *Letters of Recommendation*

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

1. *Individual Career Plan*
2. *Job Shadow Report*

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

* + 1. *Work Philosophy*
    2. *Communication*
    3. *Dress for Success*
    4. *Worksite Picture*

**IV.** **Work Samples, Awards, and Recognitions** – Copy awards/recognition and paste in Word document, or scan and save file into your portfolio folder. Examples may include:

1. *Work Samples used for December Module*
2. *CTSO, organization, or club*
3. *Academic*
4. *Employer recognition*
5. *Community recognition*
6. *Etc.*

***Important Reminders:***

***Monthly assignments must be revised if needed to earn more credit for your final portfolio grade. Pay close attention to your rubric for specific criteria.***

**\*\*\*Rubric on the next page\*\*\***

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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 folder * Picture of you working at your job * Correctly named files * Documents in order as identified in Table of Contents |  |  |
| **Mechanics/**  **Written Communication**  **25** | * No misspellings, grammatical or capitalization errors * Accurate information * Proper format |  |  |
| **Attractiveness**  **25** | * Professional appearance * Documents neat. * All files separated |  |  |
| **Requirements**  **25** | * All documents of the portfolio are present. |  |  |
| **Total Points Possible 100** | | | **Portfolio Grade** |