**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 RUBRIC2015-2016 |
| **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** |