Portfolio Evaluation Rubric

This rubric outlines requirements *specific to Apex High School* for successful completion of the portfolio. Students will use this as an accountability checklist and include it as part of their portfolios

Graduation Project

Criterion	Specific AHS Requirements	Did I Do This?	Successful Completion (NC Public Schools General Rubrics)	
			Exemplary	Satisfactory
Focus	• Portfolio is submitted neatly in a black 1", 3-ring binder ---- ____ • Clear protection sheets may be used but not required ---- ____ • MLA rules are followed for format, font, and documentation ---- ____ • Graphic design, if desired, is carefully and artistically rendered to enhance the appearance of the portfolio ---- ____		Adheres to all guidelines for portfolio appearance.	Adheres to most guidelines for portfolio appearance.
Organization	• Title page ---- ____ • Rubric ---- ____ • Table of Contents ---- ____ [TAB 1] **Forms:** All required forms throughout the 4-year journey o Signed Honor Code ---- ____ o Topic Proposal Form ---- ____ o Topic Approval Form ---- ____ o Parent/Student Agreement Form ---- ____ o Mentor Confirmation ---- ____ o Coach Checklist ---- ____ o Mentor Log ---- ____ [TAB 2] **Final Copy of Paper** ---- ____ [TAB 3] **Evidence of Product** ---- ____ [TAB 4] **Reflections:** 1 – 3 pages typed. ---- ____ [TAB 5] **Communications:** Copy of Thank-You Letter to Mentor, recommendations, resume, career plan, plus other correspondence completed as needed ____		Exhibits exceptional organizational skills in compilation of portfolio.	Exhibits sufficient organizational skills in compilation of portfolio.
Completeness	See above		Meets all requirements for portfolio contents.	Meets most requirements for portfolio contents.
Student Growth	• Student fulfills length and presentation criteria for 7 required reflections. • Each reflection focuses on the appropriate topic. • Specific evidence from student's experience and research support the reflection. • Reflections reveal application, analysis, synthesis, and/or evaluation of experience and research. • Student may choose to complete more reflections than minimal requirements.		Demonstrates exceptional depth in academic and/or personal growth.	Demonstrates sufficient depth in academic and/or personal growth.
Student Reflection	• Focus: Reflections 4, 6,7 • Each reflection focuses on the appropriate topic. • Specific evidence from student's experience and research support the reflection. • Reflections reveal application, analysis, synthesis, and/or evaluation of experience and research. • Student may choose to complete more reflections than minimal requirements.		Reveals exceptional insight into how the student anticipated changes and dealt with contingencies.	Reveals sufficient insight into how the student anticipated changes and dealt with contingencies.
Information, Technology and Communications Literacy	• English teacher confirms successful Information Literacy and Written Communications Literacy, as per Research Paper evaluation. • Graduation Project Judges confirm successful Oral Communications Literacy and Presentation Technology Literacy, as per Presentation evaluation. • Student uses at least two different technologies in completing the Four P's. • One technology is word processing. • NOTE: Students should define "technology" as it applies to their field of study.		Effectively employs technology in construction of portfolio.	Sufficiently employs technology in construction of portfolio.