

CATEGORY	Exemplary	Proficient	Partially Proficient	Incomplete	POINTS
Selection of Artifacts	10 points	6 points	3 points	0 points	
	<input type="checkbox"/> All artifacts and work samples are clearly and directly related to the purpose of the ePortfolio.	<input type="checkbox"/> Most artifacts and work samples are related to the purpose of the ePortfolio.	<input type="checkbox"/> Few artifacts and work samples are related to the purpose of the ePortfolio.	<input type="checkbox"/> Most artifacts and work samples are unrelated to the purpose of the ePortfolio.	
Content	10 points	6 points	3 points	0 points	
	<input type="checkbox"/> Content of ePortfolio reflects the following: Complete/well written FAQ (12 questions), Contact Information, Overview, Objective, Employment History, Education and Artifacts. Each is written to include pertinent information and shows evidence of exemplary effort.	<input type="checkbox"/> Content of ePortfolio reflects the following: Complete/well written FAQ (12 questions), Contact Information, Overview, Objective, Employment History, Education and Artifacts. Each is written to include pertinent information and shows evidence of proficient effort.	<input type="checkbox"/> Content of ePortfolio is missing one of the following: Complete/well written FAQ (12 questions), Contact Information, Overview, Objective, Employment History, Education and Artifacts. Each is written to include pertinent information and shows evidence of partially proficient effort.	<input type="checkbox"/> Content of ePortfolio is missing two or more of the following: Complete/well written FAQ (12 questions), Contact Information, Overview, Objective, Employment History, Education and Artifacts. Content is poorly written. Pertinent information is missing. Content does not show evidence of expected minimum effort.	
Layout and Text Elements	10 points	6 points	3 points	0 points	
	<input type="checkbox"/> The ePortfolio is easy to read with appropriate use of fonts, point size, bullets, italics, bold, and indentations for headings and sub-headings.  The layout uses horizontal and vertical white space appropriately.  The background and colors enhance the readability of the text.	<input type="checkbox"/> The ePortfolio is generally easy to read with appropriate use of fonts, point size, bullets, italics, bold, and indentations for headings and sub-headings.  The layout uses horizontal and vertical white space appropriately in most places.  The background and colors enhance the readability of the text in most places.	<input type="checkbox"/> The ePortfolio is often difficult to read due to inappropriate use of fonts, point size, bullets, italics, bold, and indentations for headings and sub-headings.  The layout uses horizontal and vertical white space inappropriately in some places.  The background and colors are distracting in some places and decrease the readability of the text.	<input type="checkbox"/> The ePortfolio is difficult to read due to inappropriate use of fonts, point size, bullets, italics, bold, and indentations for headings and sub-headings.  The layout uses horizontal and vertical white space inappropriately and the content appears cluttered.  The background and colors are distracting and decrease the readability of the text.	
Annotations	10 points	6 points	3 points	0 points	
	<input type="checkbox"/> Each artifact is accompanied by a caption that articulately explains the importance of that particular work including description of the importance of the artifact.	<input type="checkbox"/> Most of the artifacts are accompanied by a caption that articulately explains the importance of that particular work including description of the importance of the artifact.	<input type="checkbox"/> Some of the artifacts are accompanied by a caption that articulately explains the importance of that particular work including description of the importance of the artifact.	<input type="checkbox"/> None of the artifacts are accompanied by a caption that articulately explains the importance of that particular work including description of the importance of the artifact.	
Writing Mechanics	10 points	6 points	3 points	0 points	
	<input type="checkbox"/> The text has no errors in grammar, capitalization, punctuation, and spelling.	<input type="checkbox"/> The text has one error in grammar, capitalization, punctuation, and spelling. This requires minor editing and revision.	<input type="checkbox"/> The text has two errors in grammar, capitalization, punctuation, and spelling requiring editing and revision. (2 or more errors)	<input type="checkbox"/> The text has three or more errors in grammar, capitalization, punctuation, and spelling requiring major editing and revision. (more than 3 errors)	
<b>TOTAL POINTS</b>					/50