OSTC-NE Portfolio Rubric

Category	Success Criteria	Total Points Awarded
Letter of Personal Introduction	Student provides a letter detailing: ● Education **(1 pt.)** ● Goals **(1 pt.)** ● Work, extra-curricular, or community experiences **(1 pt.)** ● Is in appropriate letter format **(1 pt.)** ● No spelling, capitalization, punctuation, or grammatical errors **(1 pt.)**	**/5**
Resume	Student provides a resume including: ● Name **(2 pts.)** ● Personal information (Address, Phone #, Email, etc.) **(2 pts.)** ● An objective or professional summary **(2 pts.)** ● Work, extra-curricular, and/or community experiences **(2 pts.)** ● Education (including high school and OSTC) **(2 pts.)** ● Certifications/Credentials **(2 pts.)** ● At least 2 references **(2 pts.)** ● Is in reverse chronological order **(2 pts.)** ● Format is proper alignment and consistent fonts **2 pts.)** ● No spelling, capitalization, punctuation, or grammatical errors **(2 pts.)**	**/20**
Letters of Recommendation	Student includes letters of recommendation: ● At least two letters from an employer, teacher, coach, etc. (*non-relative)* **(5 pts. each)**	**/10**
Credentials/Certifications	Student provides certificates/evidence of: ● State/national certification(s)/credential(s) **(10 pts.)**	**/10**
Showcase of Monthly Projects	Student includes pictures/links to at least 1 project per month: ● September project **(2 pts.)** ● October project **(2 pts.)** ● November project **(2 pts.)** ● December project **(2 pts.)** ● January project **(2 pts.)** ● February project **(2 pts.)** ● March project **(2 pts.)** ● Short explanation of the project/skill shown is included for each month **(14 pts. Total- 7 pts. for each month)** No spelling, capitalization, punctuation, or grammatical errors **(2 pts.)**	**/30**
Career Exploration/ Career Tree Worksheets and Essay	Student includes Career Tree Documents to show evidence of career exploration: ● Completed Compare and Contrast Worksheet #1 **(2 pts.)** ● Completed Branch Report Worksheet #2 **(2 pts.)** ● Completed Roots Worksheet #3 **(2 pts.)** ● Completed Career Tree Essay **(4 pts.)** ● No spelling, capitalization, punctuation, or grammatical errors **(5 pts.)**	**/15**
Student/Industry Technical Skill Evaluation	Student includes evidence/rubric of: ● A technical skill evaluation completed by an industry partner during 1st semester **(10 pts.)**	**/10**
Possible Additional Content	Student includes evidence/certificates of: ● Awards earned from OSTC and/or high school (Dean's Award, Perfect Attendance, Student of the Month) ● Membership/competition in a CTSO (SkillsUSA, HOSA, DECA) ● Work-based learning written reflection/certificate/project picture, etc.	
		Total Points Awarded:
Student Name		**_____/100**