

Administrative Professional Portfolio Rubric – 6th Year**Student Name** _____

Criteria	Limited 1	Satisfactory 2	Proficient 3
Organization Protocols for organizing contents and use of hyperlinks)	Portfolio demonstrates little or no evidence of planning and organization-related practices; side bar or table of contents is inadequate or is missing; use of hyperlinks are missing or not working.	Portfolio demonstrates adequate evidence of planning and organization related practices; contents are well organized; sidebar or table of contents is present; hyperlinks are present and work.	Portfolio demonstrates proficient evidence of planning and organization related practices. Contents are very well organized and easily located by the reader; efficient use of hyperlinks.
Presentation (effective use of images, graphics, media, visuals, fonts)	Portfolio contains weak evidence of consistent use of type and size of font; graphics seem to distract rather than aid in understanding.	Portfolio contains adequate evidence of the use of technology; font and size of font is mostly consistent; use of visuals is present and adds to the understanding of the document.	Portfolio demonstrates excellent use of technology; formatting, and type and size of font is consistent throughout the document; visuals and other graphics aid to the understanding of the document.
Content (quality of the philosophy statements of the competency, artifacts, projects, and other portfolio components)	Portfolio demonstrates weak evidence artifacts. Candidate was unable to clearly reflect on the philosophy of the competency (ies). Some components of the portfolio are missing or incomplete; little or no evidence of scholarly thought.	Portfolio demonstrates adequate evidence of artifacts; candidate's ability to describe and reflect on the philosophy of the competency (ies) is clear; other components of the portfolio are mostly present; developing evidence of scholarly thought.	Portfolio demonstrates evidence of good quality artifacts; candidate has reflected and described the philosophy of the competency (ies) in a clear and articulate manner. All components of the portfolio are present. Candidate demonstrates strong evidence of scholarly thought.
Communication (Written and Oral)	Candidate exhibited many critical writing errors. Ability to describe or articulate thoughts and ideas is minimal. Candidate was unable to focus his/her comments. Revisions are required.	Candidate displayed few significant writing errors; ability to describe or articulate thoughts and ideas is adequate. Candidate was mostly able to keep his/her comments focused. Product is acceptable.	Candidate demonstrated exemplary writing skills; ability to describe or articulate thoughts and ideas is proficient. Candidate was able to keep his/her comments focused. Product is quite acceptable.

University Supervisor Signature_____
Date_____
Total Points (Max. 12)