

NAME:

PERIOD:

ENGLISH TEACHER:

Senior Project Portfolio Grading Rubric					
Performance Element	Excellent	Good	Average	Poor	Unacceptable
Cover Page (5 pts) *Title Page (Optional) Preface (10 pts)	Typed cover page includes subject of your project; MLA Heading (with student's name, teacher's name, class, and date) Preface reflects steps in process, including changes, and describes product and what student learned.		Preface is brief or poorly composed, and lacks details on process, or learning.		Is missing any requirements, or anything is misspelled (including English teacher's name). Preface is missing.
Table of Contents (10 pts)	Portfolio contains a complete table of contents of all major sections of project. All pages numbered and correspond with the table of contents.	Portfolio has a table of contents outlining a few broad sections only. Has numbered pages that correspond with the table of contents.	Portfolio table of contents may be out of order, or incomplete. Numbered pages may not correspond with the table of contents.	Portfolio table of contents is out of order or incomplete. Page numbers do not correspond, or are incomplete.	Table of contents is missing, or portfolio does not have page numbers.
Letter of Intent (5 pts)	Original letter of intent is present without errors, signed by English teachers, mentor, and parent. Letter was submitted and approved by due date.	Original letter of intent is present and signed by all. Letter was likely submitted and approved by due date, but may have errors.	Original letter of intent is present but may lack signatures, or may reflect errors or late submission.	Letter of Intent may have been submitted late and/or may lack some signatures.	Letter of intent may be unsigned or is missing.
Mentor/Parent Consent Contract (5 pts) Mentor Letter (5 pts)	Form is present and signed by parent. Student has included an original, signed letter from mentor verifying 30 hours and goals met.		Student has included a letter that lacks some information.		Form is missing or is unsigned. Student has not included an original, signed letter from mentor.
Journal Entries (10 pts)	Journal entries reflect on learning and experience gained, show creativity/original thinking, use abundant examples to illustrate and support, use complete sentences, are neat and orderly, and meet the required total of five pages. It is clear that the journals were done over the course of the project.	Journal entries show some reflection on learning and experience gained, show signs of creativity/original thinking, use examples to illustrate and support, use complete sentences, are neat and orderly, and meet the required total of five pages. Most of the journals were done over the course of the project.	Journal entries show limited reflection and/or creativity, use examples but may leave reader with questions, may have fragments or run-on sentences; is neat enough to be read, meets the minimum number of required pages; graded entries may indicate that some of the entries were late or done at the last minute.	Journal entries tell only what the student DID, but do not reflect on learning; mechanical or penmanship problems may hamper clarity; content of entries indicate they were late or done at the last minute. May be too brief or short of the minimum pages. Revisions may have sloppy errors.	Journal entries are superficial, and/or unclear, are brief and/short of the minimum number of pages. Revisions may be missing or have multiple errors.

Performance Element	Excellent	Good	Average	Poor	Unacceptable
Time Log(s) (10 pts)	Student has exceeded the minimum number of hours, has proper signatures documenting when hours were performed. Has at least 5 meetings with a mentor. Log gives brief descriptions of how/where blocks of time were spent. All entries are legible, dated and signed, and hours are totaled.	Student has met the minimum number of hours, and documented when hours were performed. Has at least 5 meetings with a mentor. A few description squares may be left blank, but the great majority of the time sheet is complete. Entries are legible, signed and hours are totaled.	Student has met the minimum total number of hours but may be short on hours with mentor. Documentation may be lacking. Description squares may be vague to be of use, or more than three have been left blank. Most entries are legible, signed, and hours are totaled.	Student short of minimum hours, documentation is incomplete and descriptions are limited. Most entries are signed; may not be legible or may lack important signatures.	Student short of minimum hours, documentation is incomplete and descriptions vague or difficult to read. Signatures may be suspect, or missing altogether.
Project Updates (10 pts)	Student has included 2 original corrected Project Updates; if necessary, updates are revised.	Student has only 1 original Project Update, or 2 that are not corrected and/or not revised.		Student has only 1 original Project Update.	No Updates included.
Research Paper (10 pts)	Student has included research paper with teacher's comments and grade.				No research paper, or paper without teacher's comments and grade.
Additional Documentation/ Proof (10 pts)	Includes abundant evidence from a variety of points throughout the project. May include pictures (w/ student in them), work samples, correspondence with mentor (letters or emails), documents produced for the project, receipts for materials, etc. All items are labeled/annotated to make their purpose clear.	Includes abundant evidence from portions of the project. May include pictures (w/ student in them), work samples, correspondence with mentor (letters or emails), documents produced for the project, receipts for materials, etc. All items are labeled/annotated to make their purpose clear.	Includes evidence from portions of the project. May include pictures (w/ student in them), work samples, correspondence with mentor (letters or emails), documents produced for the project, receipts for materials, etc. Some items are labeled/annotated to make their purpose clear.	Includes limited evidence from portions of the project. Items may not be annotated, or their purpose may be unclear.	Includes little or no evidence from the project. Is little more than a hasty collection of documents in a binder.
*Drafts / Revisions (optional)					
Self Evaluation (5 pts)	Student has included a complete evaluation with no errors.		Student has included a complete evaluation with many errors.		Student has not included an evaluation.
Quality/Learning Stretch (5 pts)	Entire portfolio displays advanced professionalism, creativity, and pride. Careful attention has been paid to detail, neatness, and clarity. Overall, portfolio shows the student learned, grew and exceeded original, approved goal. ALL components included.	Portions of the portfolio display advanced level of professionalism and creativity. Some attention has been paid to detail, neatness, and clarity. Overall, portfolio shows the student learned, grew and met original approved goal. ALL components included.	The portfolio displays some professionalism and/or creativity. Attention to detail, while present, is inconsistent. Neatness and clarity may be a problem. Evidence of learning, growth present; may be short of original goal. MOST components included.	Student short of minimum hours, documentation is incomplete and descriptions are of limited value. Most entries are signed; may not be typed. SOME components missing.	The portfolio is little more than a collection of documents hastily stuffed into a binder at the last minute. MISSING components.

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Senior Project Portfolio Grading Rubric

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Cover Page (5 pts) *Title Page (Optional) *Preface (Eng 12 P required)	Typed cover page includes topic or subject matter of your project; MLA Heading (with student's name, teacher's name, class, and date) *Preface reflects process, and product.		*Preface is brief or poorly composed.		Is missing any requirements, or anything is misspelled (including English teacher's name). *Preface is missing.
Table of Contents (10 pts) Following Table of Contents: *Sign of Commitment	Portfolio contains a complete table of contents of all major sections of project. Numbered pages correspond with the table of contents. * Sign of Commitment	Portfolio has a table of contents outlining a few broad sections only. Has numbered pages that correspond with the table of contents.	Portfolio table of contents may be out of order, or incomplete. Numbered pages may not correspond with the table of contents.	Portfolio table of contents is out of order or incomplete. Page numbers do not correspond, or are incomplete.	Table of contents is missing, or portfolio does not have page numbers. * No Sign of Commitment
Letter of Intent (10 pts)	Original letter of intent is present and signed by English teacher. Final product fulfills the goals set forth by the student, or subsequent revised letter of intent is present and approved.	Original letter of intent is present and signed by English teacher. Final product fulfills the great majority of the goals set forth by the student, or subsequent revised letter of intent is present and approved.	Original letter of intent is present and signed by English teacher. Final product fulfills most of the goals set forth by the student. Revised letter of intent may be present, but came too late in the year to be of value.	Original letter is present and signed by English teacher. Final product partially fulfills goals set forth. No revised letter present. Student may have changed focus or set new goals without writing a new letter.	Letter of intent may be unsigned. The final product may not match goals set forth in original letter.
Mentor/Parent Consent Contract (5 pts) Mentor Letter (10 pts)	Form is present and signed by parent Student has included an original, signed letter from mentor.				Form is missing or is unsigned. Student has not included an original, signed letter from mentor.
Journal Entries (10 pts)	Journal entries reflect on learning and experience gained, show creativity/original thinking, use abundant examples to illustrate and support, use complete sentences, are neat and orderly, and meet the required total of five pages. It is clear that the journals were done over the course of the project.	Journal entries show some reflection on learning and experience gained, show some signs of creativity/original thinking, use examples to illustrate and support, use complete sentences, are neat and orderly, and meet the required total of five pages. Most of the journals were done over the course of the project.	Journal entries show limited reflection and/or creativity, use examples but may leave reader with questions, may have fragments or run-on sentences; is neat enough to be read, meets the minimum number of required pages; graded entries may indicate that some of the entries were late or done at the last minute.	Journal entries tell only what the student DID, but do not reflect on learning; mechanical or penmanship problems may hamper clarity; content of entries indicate they were late or done at the last minute. May be too brief or short of the minimum pages. Revisions may have sloppy errors.	Journal entries are superficial, and/or unclear, are brief and/short of the minimum number of pages. Revisions may be missing are have multiple errors.

Performance Element	Excellent	Good	Average	Poor	Unacceptable
Time Log(s) (10 pts)	Student has exceeded the minimum number of hours, has proper signatures documenting when hours were performed. Has at least 5 meetings with a mentor. Log gives brief descriptions of how/where blocks of time were spent. All entries are typed, signed (<i>somewhere</i>) and the time is totaled.	Student has met the minimum number of hours, and has documented when hours were performed. Has at least 5 meetings with a mentor. A few description squares may be left blank, but the great majority of the time sheet is complete. Entries are typed, signed (<i>somewhere</i>) and the time is totaled.	Student has met the minimum total number of hours but may be short on hours with a mentor. Documentation may be incomplete. Description squares may be too vague to be of use, or more than three have been left blank. Most entries are signed; may not be typed.	Student short of minimum hours, documentation is incomplete and descriptions are of limited value. Most entries are signed; may not be typed.	Student short of minimum hours, documentation is incomplete and descriptions are of limited value. Signatures may be suspect, or missing altogether; may not be typed.
Project Updates (10 pts)	Student has included 2 original corrected Project Updates; if necessary, updates are revised.	Student has only 1 original Project Update, or 2 that are not corrected and/or not revised.		Student has only 1 original Project Update.	No Updates included.
Research Paper (10 pts)	Student has included research paper with teacher's comments and grade.				No research paper, or paper without teacher's comments and grade.
Additional Documentation/ Proof (10 pts)	Includes abundant evidence from a variety of points throughout the project. May include pictures, work samples, correspondence with mentor (letters or emails), rough drafts, documents produced for the project, receipts for materials, etc. All items are labeled/annotated to make their purpose clear.	Includes abundant evidence from portion(s) of the project. May include pictures, work samples, correspondence with mentor (letters or emails), rough drafts, documents produced for the project, receipts for materials, etc. All items are labeled/annotated to make their purpose clear.	Includes evidence from portion(s) of the project. May include pictures, work samples, correspondence with mentor (letters or emails), rough drafts, documents produced for the project, receipts for materials, etc. Some items are labeled/annotated to make their purpose clear.	Includes limited evidence from portion(s) of the project. Items may not be annotated, or their purpose may be unclear.	Includes little or no evidence from the project. Is little more than a hasty collection of documents in a binder.
*Drafts / Revisions (optional)					
Self Evaluation (5 pts)	Student has included a complete evaluation with no errors.		Student has included a complete evaluation with many errors.		Student has not included an evaluation.
Quality/Learning Stretch (5 pts)	Entire portfolio displays advanced level of professionalism, creativity, and pride. Careful attention has been paid to detail, neatness, and clarity. Overall, the portfolio shows the student learned, and grew and exceeded original approved goal.	Portions of the portfolio display advanced level of professionalism and creativity. Some attention has been paid to detail, neatness, and clarity. Overall, the portfolio shows how student learned and grew and met original approved goal.	The portfolio displays some professionalism and/or creativity. Attention to detail, while present, is inconsistent. Neatness and clarity may be a problem. Some evidence of learning, growth present; may be short of original goal.	Student short of minimum hours, documentation is incomplete and descriptions are of limited value. Most entries are signed; may not be typed.	The portfolio appears to a collection of documents hastily stuffed into a binder at the last minute.