

# Performance Portfolio

Your portfolio represents over one half of your grade for this course if you are participating in an internship or co-op for credit. You will turn in assignments that make up your portfolio throughout the semester. [You are responsible for submitting a final copy of those assignments in your completed portfolio at your final visit at the end of the semester.](#)

## Your Performance Portfolio Contains:

- |   |  |
|---|--|
| <b>Title Page</b>   | Your name, course number, semester and year, and your employer.  |
| <b>Table of Contents</b>  | List of materials included. Pages should be numbered.  |
| <b>1. Introductory Statement</b><br>* 2 COPIES  | How you obtained your position, the type of business at which you are working, what you hope to achieve during the semester and what your long term goals are.   |
| <b>2. Job Description</b>   | Your job title and description of duties.  |
| <b>3. Resume</b><br>* 2 COPIES  | Resume should include your new position. This is the final draft, after all revisions have been completed. <b><i>Free Resume assistance will be provided in the CREW Center on the 9<sup>th</sup> floor of the Jefferson Education Center with no appointment necessary.</i></b>                   |
| <b>4. Cover Letter/ Job Posting</b>   | Cover letter should be directed to the job posting included. <b><i>Assistance for your cover letter is also provided in the CREW Center.</i></b> Bring this paper with you when you make your visit. The position should be one that you qualify for based on your skills and experience.          |
| <b>5. Measurable Learning Objectives</b>  | - You complete a rough draft of these for your initial visit. One week later a final draft is due to the CREW Center. A copy of the final draft is submitted in your portfolio.  |
| <b>6. Objective Statements (cover pages for each goal) and Supporting documentation (attach behind the cover pages)</b><br>* 2 COPIES | (one goal per credit hour) Objective statements describe the goal, the methods used to achieve the goal, and the evidence presented. They discuss the progress made during the semester and describes the supporting documentation included for the objective and why those documents were chosen. |
| <b>7. Closing Summary</b><br>* 2 COPIES   | Description of job skills gained, most and least enjoyable aspects of the job, and a discussion of whether the experience confirmed and strengthened your career plans or led you to question your career plans.   |

\* Extra copies should be paper clipped together at the end of the portfolio.  
**(OVER)**

## Scoring Criteria for Performance Portfolio

### **Mechanics**

**20 points**

Format-follows prescribed format	<b>4 points</b>
Organization-Well organized, easy to follow	<b>4 points</b>
Spelling-no mistakes	<b>4 points</b>
Writing/Grammar-no grammatical errors	<b>4 points</b>
Overall Presentation/Appearance	<b>4 points</b>

### **Reflection**

**25 points**

Introductory Statement-Clear, concise, effective	<b>5 points</b>
Objective Statements (cover sheets for goals)	<b>15 points</b>
• Description-Complete description of activities	
• Significance-Thorough explanation of why items are included and their impact	
• Implications-Present and future implications of the goal	
• Quality and Appropriateness of Samples and Progress on Objectives	
• Clear and specific examples provided	
Closing Summary-Excellent summary of experience and impact	<b>5 points</b>

**Resume and Cover Letter**-well written, error free, includes job posting **10 points**

**TOTAL PERFORMANCE PORTFOLIO** **55 points**

The **CREW Center** will assist you with the preparation of your resume and cover letter. Examples of learning objectives/goals in each major are available in your sample portfolio. A ½" or 1" 3-hole punch binder is recommended for your portfolio.

### **Automatic letter grade reductions:**

- Poor grammar, spelling errors, lack of organization or professional appearance
- Late paperwork, **portfolio not ready at final visit**
- Lack of separate goal statement for each goal, lack of goal documentation

### **Automatic "F"**

- Missing paperwork – you will be notified by e-mail

### **Pick-up Procedures**

Portfolios may be picked up anytime after the first day of the next semester. We will hold your portfolio on file until the end of that semester.