



Portfolio- Sections 2, 3, 5, & 6

Rubric

Use the following rubric to guide your work.

Tasks ↓	Exemplary	Acceptable	Unacceptable	Points Awarded
<p><u>Section 2</u> <u>Professional Credentials</u> Resume 5 points</p> <p>College transcripts 5 points</p> <p>Professional License 5 points</p>	<p>Presents a <u>strong</u> professional image, is <u>organized</u> in a clear and consistent manner, and demonstrates evidence of the candidate's career development and <u>strong contributions</u> to the profession. (5 points)</p> <p>Graduate level transcripts are attached in an <u>organized manner and are easily viewed and read.</u> (5 points)</p> <p>Professional License is provided in an attachment and is easily viewed and read. (5 points)</p>	<p>Presents a <u>good</u> professional image, is organized, and demonstrates evidence of the candidate's career development with evidence of <u>only a few contributions</u> to the profession. (3-4 points)</p> <p>Graduate level transcripts are provided but are somewhat unorganized or difficult to access or read. (3-4 points)</p> <p>Professional License is provided in a manner other than as an attachment <u>or is difficult to view and read.</u> (3-4 points)</p>	<p><u>Does not</u> present a good professional image, <u>or is</u> disorganized, <u>or fails to</u> demonstrate evidence of the candidate's career development <u>or</u> contributions to the profession. (0-1 points)</p> <p>Graduate level transcripts are <u>not</u> provided. (0 points)</p> <p>Professional License is <u>not</u> provided. (0 points)</p>	
<p><u>Section 3 Vision of Leadership</u> 5 points</p>	<p>Outlines a <u>well-conceived</u>, well thought-out, detailed, and defensible leadership philosophy (not a broad philosophical approach). (5 points)</p>	<p>Outlines a thoughtful and defensible leadership philosophy, but <u>lacking in detail.</u> (3-4 points)</p>	<p>Outlines a broad philosophical approach <u>or fails to provide details.</u> (0-2 points)</p>	

Tasks ↓	Exemplary	Acceptable	Unacceptable	Points Awarded
Section 4 Internship Final Report	Note: the score for this section of the portfolio is scored separately in the internship course according to the rubric for the Internship Final Report and the score is not included in portfolio score.			
Section 5 Internship Artifacts Internship Activity Log 5 points	<p>Completes 35 or more internship activities representing each of the ELCC standards and documents the completion of the activities on the <u>final</u> internship activity log</p> <p>Log is <u>signed</u> by the intern and the site mentor</p> <p>Information on the form other than signatures is <u>typed</u>.</p> <p>(5 points)</p>		<p>Does not complete the <u>final</u> internship activity log.</p> <p>Does not include signatures on the log.</p> <p>Information on the form other than signatures is <u>not typed</u>.</p> <p>(0 points)</p>	
Mentor Participation Form 5 points	<p>Mentor Participation Form <u>specified in the courseware</u> is completed and required <u>signatures</u> are provided.</p> <p>(5 points)</p>	<p>Mentor Participation Form <u>specified in the courseware</u> is <u>incomplete</u>. Required <u>signatures</u> are provided.</p> <p>(3-4 points)</p>	<p>Mentor Participation Form <u>specified in the courseware</u> is not completed and required <u>signatures</u> are not provided.</p> <p>(0 points)</p>	
Internship Artifacts for ELCC Standards 70 points	<p>Provides artifacts and reflective summaries with <u>detailed and specific</u> documentation of <u>35 or more</u> internship experiences/activities to include <u>each</u> of the ELCC standard elements listed below.</p> <p>Documentation includes a <u>detailed description</u> of the activity along with a reflection of challenges and or new learning experiences (Reflective Summary).</p> <p>Documentation is free of grammatical or spelling errors.</p>	<p>Provides artifacts and reflective summaries with <u>detailed</u> documentation of <u>35 or more</u> internship experiences/activities to include each of the ELCC standard elements listed below.</p> <p>Documentation includes a <u>detailed</u> description of the activity along with a reflection of challenges and/or new learning experiences (Reflective Summary).</p> <p>Documentation has <u>fewer than 5</u> grammatical or spelling errors.</p>	<p>Provides artifacts and reflective summaries of <u>fewer than 35</u> internship experiences/activities.</p> <p><u>Does not include</u> each of the ELCC standards listed below.</p> <p>Documentation lacks adequate detail and specificity or fails to reflect on challenges and/or new learning experiences (Reflective Summary).</p> <p><u>Six or more</u> grammatical or spelling errors are noted.</p>	

Standard 1	1.1		1.1	
	1.2		1.2	
	1.3	1.1	1.3	
	1.4	1.2	1.4	
Standard 2		1.3		
	2.1	1.4	2.1	
	2.2		2.2	
	2.3	2.1	2.3	
	2.4	2.2	2.4	
Standard 3		2.3		
	3.1	2.4	3.1	
	3.2		3.2	
	3.3	3.1	3.3	
	3.4	3.2	3.4	
	3.5	3.3	3.5	
Standard 4		3.4		
	4.1	3.5	4.1	
	4.2		4.2	
	4.3	4.1	4.3	
	4.4	4.2	4.4	
Standard 5		4.3		
	5.1	4.4	5.1	
	5.2		5.2	
	5.3	5.1	5.3	
	5.4	5.2	5.4	
	5.5	5.3	5.5	
Standard 6		5.4		
	6.1	5.5	6.1	
	6.2		6.2	
	6.3	6.1	6.3	
	6.2			
	6.3	6.2		
		6.3		

<p>Section 6 <u>Program Artifacts</u></p> <p>10 points</p>	<p>Provides at least one assignment from each course along with a reflective summary of the course assignment (9-10 points)</p>	<p>Provides at least one assignment from each course but <u>does not</u> provide reflective summaries for each assignment. (6-8 points)</p>	<p>Fails to provide artifacts or reflective summaries of course assignments. (0 points)</p>	
<p>Section 7 <u>Closing Reflection</u></p>	<p>Note: the score for this section of the portfolio is scored separately in the internship course. The score is not included in portfolio score for initial review.</p>			
<p>110 Total Points possible Comments</p>				