**Portfolio Rubric for Work-based Learning**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills** | **Approaching Proficiency** | **Proficient** | **Approaching Expertise** | **Insufficient Evidence** |
| **Application of academic knowledge and skills** | * Shows gaps in comprehension of academic and technical texts or in application of mathematical concepts to solve problems and perform expected tasks. Frequent spelling and grammar errors. | * Shows comprehension of relevant academic and technical texts and applies relevant mathematical concepts to solve problems and perform expected tasks. | * Shows advanced understanding of academic and technical texts and/or superior abilities in mathematical reasoning in performing expected tasks. Only minor spelling and grammar errors. |  |
| **Application of industry-focused knowledge and technical skills** | * Shows gaps in demonstration of industry-specific technical skills and/or adherence to industry-specific safety regulations | * Demonstrates industry-specific technical skills and adherence to industry-specific safety regulations | * Shows evidence of advanced industry-specific technical skills and adherence to industry-specific safety regulations |  |
| **Career knowledge and navigation skills** | * Shows little evidence of planning or navigation of workplace, or education and career path alignment with personal goals | * Shows evidence of planning and navigation of workplace and education and career path alignment with personal goals | * Shows excellent understanding of paths and options; demonstrates superior ability to navigate the workplace; strong alignment with personal goals |  |
| **21st century skills** | * Shows significant gaps in demonstration of two or more 21st century skill categories. | * Shows evidence of proficiency in most 21st century skill categories with no significant gaps in more than one skill category. | * Demonstrates exceptional abilities in two or more 21st century skill categories with no significant gaps in any skill category. |  |
| **Personal and social skills** | * Shows significant gaps in demonstration of two or more personal and social skill categories. | * Shows evidence of proficiency in most personal and social skill categories with no significant gaps in more than one skill category. | * Demonstrates superior skill in two or more personal and social skill categories, no significant gaps in any skill areas. |  |

**Matrix of Skills Demonstrated by Work-based Learning Portfolio Artifacts**

(A portfolio that is high quality may not include all boxes. Instead, each row should contain at least one “X” as an indication that the student’s portfolio contains evidence of that skill using one of the following formats. At the end of this packet is a sample matrix portfolio.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skills** | **Career Development Materials** | **Documentation of Progress** | **Work Samples** | **Writing Sample** | **Project** | **Assessments** |
| **Application of academic knowledge and skills** |  |  |  |  |  |  |
| **Application of industry-focused knowledge and technical skills** |  |  |  |  |  |  |
| **Career knowledge and navigation skills** |  |  |  |  |  |  |
| **Creativity and innovation** |  |  |  |  |  |  |
| **Critical thinking and problem solving** |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communication** |  |  |  |  |  |  |
| **Collaboration and teamwork** |  |  |  |  |  |  |
| **Information literacy** |  |  |  |  |  |  |
| **Technology literacy** |  |  |  |  |  |  |
| **Initiative and self- direction** |  |  |  |  |  |  |
| **Professionalism, and ethics** |  |  |  |  |  |  |
| **Cultural and global competence** |  |  |  |  |  |  |
| **Adaptability and flexibility** |  |  |  |  |  |  |
| **Productivity and accountability** |  |  |  |  |  |  |

**Summary of Suggested Components for Portfolio Entries**

A suggested portfolio that provides evidence of standards attainment would include the following artifacts:

**1. Introductory Letter** written by the student describing the presented work and the samples used.

**2. Table of Contents** of student work items contained within the portfolio.

**3. Career Development Materials**

•Career and educational development plan;

•Resume;

•Application for college;

•Application for employment;

•Letters of recommendation.

**4. Documentation of Progress**

•List of responsibilities undertaken throughout the experiences;

•Periodic journal entries reflecting on tasks and activities.

**5. Work Samples (3-4)**

•Examples of materials developed throughout the experience linked to standards and learning plan.

**6. Writing/Research Sample** to demonstrate in-depth knowledge about a career area describing skill needs and future trends in the industry; use of multiple sources (interviews, literature review and internet search) with proper citations to demonstrate research/knowing how to learn, information literacy and written communication skills.

**7. Project** encompassing both work samples and writing samples, culminated in a presentation. (Note: could substitute for writing/research sample and other work samples, if the project will already include these.)

**8. Assessments**

•Student self-assessment;

•Supervisor evaluation and observations;

•Work-based learning coordinator evaluations and observations.

**Sample Matrix of Skills Demonstrated by WBL Portfolio Artifac**ts

(Sample matrix - May be used for tracking student artifacts.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skills** | **Career Development Materials** | **Documentation of Progress** | **Work Samples** | **Writing Sample** | **Project** | **Assessments** |
| **Application of academic knowledge and skills** |  | x | x | x | x | x |
| **Application of industry-focused knowledge and technical skills** | x | x | x | x | x | x |
| **Career knowledge and navigation skills** | x | x | x |  |  | x |
| **Creativity and innovation** |  |  | x | x | x | x |
| **Critical thinking and problem solving** |  |  | x | x | x | x |
| **Communication** | x | x | x | x | x | x |
| **Collaboration and teamwork** |  | x | x |  | x | X |
| **Information literacy** | x | x | x |  | x | x |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skills** | **Career Development Materials** | **Documentation of Progress** | **Work Samples** | **Writing Sample** | **Project** | **Assessments** |
| **Technology literacy** |  | x | x |  | x | x |
| **Initiative and self-direction** | x |  | x |  | x | x |
| **Professionalism and ethics** |  |  |  |  | x | x |
| **Cultural and global competence** |  |  | x | x | x | x |
| **Adaptability and flexibility** |  |  | x |  | x | x |
| **Productivity and accountability** |  |  | x |  | x | x |