

Learning Goal #2: Career Learning Rubric (BSBA, BS-ECON, & BSBAE)

	<i>Unsatisfactory</i>	<i>Meets Requirements</i>	<i>Exceeds Requirements</i>
Content	Required sections of the portfolio are missing: assessment, co-op experience, other work experience, job search resources, and self-development.	Required sections of the portfolio are all included. Few or no links have been created for student documents in the sections.	Required sections of the portfolio are all included and links exist to student documents showing evidence of their work.
Accomplishments	Student accomplishments from co-op or other work experience are not shown.	Portfolio includes student accomplishments from co-op or other work experience.	Student accomplishments from co-op or other work experience are shown and are directly related to career interests.
Evidence of skills and knowledge	Portfolio does not include evidence of student skills and knowledge relevant to career interests.	Portfolio includes evidence of student skills and knowledge but their relevance to career interests is unclear.	Portfolio includes evidence of a high level of student skills and knowledge and their relevance to career interests is made clear.
Learning reflections	Portfolio does not include reflections for each section.	Portfolio includes student reflections but these ideas are not consistent with evidence shown.	Portfolio includes reflection for each section and these observations reflect thought and insight into experiences.
Grammar and writing mechanics	<i>Unsatisfactory</i> There are grammatical errors or misspelling in the portfolio. It is neither clear nor well organized.	<i>Satisfactory</i> There are no grammatical errors or misspellings.	
Design/appearance	<i>Unsatisfactory</i> The portfolio appears sloppy and unprofessional.	<i>Satisfactory</i> The portfolio uses design elements (white space, titles & sub-titles etc.) expertly to create a professional-looking document.	

Oral Presentation of Career Portfolio

	<i>Unsatisfactory</i>	<i>Meets Requirements</i>	<i>Exceeds Requirements</i>
Organization	Presentation is not well organized; student demonstrates a lack of focus.	Presentation is organized and flows in a logical manner.	Presentation is well organized and the student demonstrates enthusiasm for career interests discussed.
Content	Presentation does not include discussion of student reflections.	Reflections were discussed for most sections.	Presentation clearly links reflections with assessment results, work experiences and career interests in a logical manner.

Career Plan

	<i>Unsatisfactory</i>	<i>Meets Requirements</i>	<i>Exceeds Requirements</i>
Realism	Plan appears unrealistic. It fails to demonstrate knowledge of requirements (academic, skills and experience) for career objectives.	Plan appears realistic. It includes a discussion of the steps necessary to achieve career objectives.	Plan is very realistic. It clearly demonstrates steps and accomplishments necessary to achieve career objectives.
Content	Plan is not complete. It does not logically follow from reflections on co-op or other work experiences.	Plan is complete and takes into consideration reflections on previous work experience.	Plan is detailed and builds on reflections on work experience.