

CTE Portfolio Score Card

| Category | Expectations | Total Points Awarded |
|--|--|-------------------------------------|
| <p>Letter of Introduction (Total points possible 10)</p> | <p style="text-align: center;"><i>(Check ALL that apply)</i></p> <p>Student provides a letter detailing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Education (2 pts.) <input type="checkbox"/> Goals (3 pts.) <input type="checkbox"/> Is in appropriate letter format (2 pts.) <input type="checkbox"/> No spelling, capitalization, punctuation, or grammatical errors (3 pts.) | |
| <p>Resume (Total points possible 40)</p> | <p style="text-align: center;"><i>(Check ALL that apply)</i></p> <p>Student provides a resume including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name and personal information (Address, Phone #, Email, etc.) (3 pt.) <input type="checkbox"/> An objective or summary (5 pts.) <input type="checkbox"/> Work, extra-curricular, or community experiences (5 pts.) <input type="checkbox"/> Education (5 pts.) <input type="checkbox"/> Certifications/Credentials (5 pts.) <input type="checkbox"/> Awards, Projects, or Exemplars (7 pts.) <input type="checkbox"/> Is in chronological order – newest to oldest (5 pts.) <input type="checkbox"/> No spelling, capitalization, punctuation, or grammatical errors (5 pts.) | |
| <p>References (Total points possible 15)</p> | <p style="text-align: center;"><i>(Check ALL that apply)</i></p> <p>Student provides a Letter of Reference (LOR) from the following: <i>*In order to receive full points, the LOR must include (first and last name, phone #, and email address)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult (non-family) preferred from your field of study (5 pts.) <input type="checkbox"/> School employee (administrator, teacher, counselor, advisor) (5 pts.) <input type="checkbox"/> Classmate (SWP Manager, SWP Co-Worker, or Peer) (5 pts.) | |
| <p>Credentials or Certifications (Total points possible 35)</p> | <p style="text-align: center;"><i>(Must have at least two of the following to receive full points)</i></p> <p>Student provides evidence of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> State/national certification(s)/credential(s) or <input type="checkbox"/> At or above the NOCTI Workforce Entry Score or <input type="checkbox"/> Work samples, tool, or software proficiency signed off by instructor or <input type="checkbox"/> Required work-based/clinical hours completed | |
| <p>Total Possible Points 100</p> | | <p>Total Points Awarded:</p> |
| <p>Student Name:</p> | | <p>Date:</p> |
| <p>Evaluator Signature:</p> | | |