

Students: The evaluator will complete this form. Sign and date the form when the evaluation is complete.
This portfolio evaluation sheet is to be placed in the 'EVALUATION' section of your portfolio.

Evaluation Item	The expectation has been exceeded.	The expectation has been met.	The expectation has not been met.
The portfolio package	The student has an appropriate digital package for the portfolio. The package is enhanced in presentation and design.	The student has an appropriate digital package for the portfolio, which is professionally presented.	Modify package
The labeled sections	The portfolio has all of the required labeled sections. The labels are enhanced in presentation and design.	The portfolio has all of the required labeled sections.	Sections missing Inappropriate labels or dividers
1) The introductory paragraph	The student has a well, typed paragraph introducing him/herself and stating his/her objectives in completing the portfolio. The introduction is enhanced in production and design.	The student has a well-written, typed paragraph introducing him/herself and stating his/her objectives in completing the portfolio.	Modify introduction Modify objectives Check grammar Check spelling
2) The resume	The resume is included, is appropriately presented. The resume has been enhanced in production and design.	The resume is included and is appropriately presented.	Update resume Check Grammar Check spelling
3) Personal accomplishments	A personal accomplishment is included and is appropriately presented. <u>Evidence</u> is provided. Section is enhanced in production and design.	A personal accomplishment is included and is appropriately presented. <u>Evidence</u> is provided.	Update Supplement Check grammar Check spelling
4) Community Service	Evidence of community service is included and is appropriately presented. The section is enhanced in presentation and design.	Evidence of community service is appropriately presented. Appropriate evidence includes a letter from the organization documenting the service completed, or equivalent paperwork.	Update Supplement Check grammar Check spelling
5) Career planning	<u>Evidence</u> of career planning (as described at right) is included. The section is enhanced in presentation and design OR enhanced in level of detail of content.	Students have listed at least two career areas that interest them and have explained <u>why</u> these areas interest them. Information is appropriately presented.	Update Supplement Check grammar Check spelling
6) Academic work	There are three appropriate academic entries included. The section is enhanced in presentation and design.	There are two appropriate academic entries are included with <u>evidence</u> of student ownership.	Update Supplement
7) Group work	Evidence of group work is included and is appropriately presented. There are two appropriate academic entries included. Section is enhanced in presentation and design.	Evidence of group work is appropriately presented. There is one appropriate academic entry included.	Update Supplement
8) Co-curricular activities	<u>Evidence</u> of co-curricular activities from the current school year has been included. This means activities, sports, or clubs at North Park or in the community. Section is enhanced in presentation and design.	<u>Evidence</u> of co-curricular activities from the current school year has been included. This means activities, sports, or clubs at North Park or in the community.	Update Supplement
9) Presentation Delivery & Time	Excellent pace & enthusiasm- very well rehearsed and articulated . Uses full sentences & extensive vocabulary. Maintains excellent eye contact and professional mannerisms . Volume can be easily heard.	Good pace & enthusiasm , Uses full sentences & vocabulary. Makes some eye contact . Some professional mannerisms but inconsistent.	Little to no eye contact. Lacks professional mannerisms.
Communication Mechanics: Spelling, Grammar & Punctuation	There are no spelling or grammar or punctuation errors that hinder communication.	There are minor spelling or grammar errors present, which do not detract from the information given.	Spelling and/or grammar and/or punctuation errors detract from communication.
Time	Entire presentation was well rehearsed and fit the allotted 10-minute time slot.	Presentation fit the allotted 10-minute time slot.	Presentation exceeded the 10-minute time slot.
Overall evaluation	The portfolio has met all of the expectations established. In addition, the portfolio has exceeded expectations in 3 or more individual categories.	The portfolio has met expectations.	The portfolio has not met expectations ("not met" in 3 or more individual categories).

Evaluator's overall comments (optional):

Student Name: _____

Student Signature: _____

Evaluator Name: _____

Evaluator Signature: _____