



TROUP COUNTY BOARD OF EDUCATION

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Capstone Project Portfolio Rubric

Student Name _____ Date _____

Portfolio Components	Requirements	Five (5) points	Three Points (3) points	Zero (0) Points	Points Earned
Cover Sheet	<ul style="list-style-type: none"> • Graphic or Unique Design • Name • School • Occupation or Career Pathway Related to Capstone or Work-Based Learning Experience 	Complete, Professional and Visually Appealing	Incomplete or Unsatisfactory	Missing	____/ 5
Table of Contents	<ul style="list-style-type: none"> • Lists all four sections of Portfolio 	Complete, Professional and Organized	Incomplete or Unsatisfactory	Missing	____/ 5
Portfolio Section	Requirements	Twenty (20) Points	Ten (10) Points	Zero (0) Points	Points Earned
1. Introduction	<ul style="list-style-type: none"> • Letter of Introduction <ul style="list-style-type: none"> ○ Self-reflective ○ Describes qualities and goals of the individual ○ Introduces portfolio ○ Explains career choice ○ Work philosophy ○ Career goals ○ Academic plan of study • Capstone Project Proposal 	Complete and professional	Incomplete or unsatisfactory	Missing	____/ 20
2. Employability Skills	<ul style="list-style-type: none"> • Cover Letter/Letter of Interest • Resume (with activities/honors) • Letter(s) of Recommendation • Follow-Up/Thank You Letter 	Complete and professional	Incomplete or unsatisfactory	Missing	____/ 20
3. Academic Work Samples	<ul style="list-style-type: none"> • Research Paper • Journals 	Complete and professional	Incomplete or unsatisfactory	Missing	____/ 20
Portfolio Section	Requirements	30 Points	15 Points	0 Points	Points Earned
4. Product	<ul style="list-style-type: none"> • Mentor Agreement • Mentor Log • Five Pieces of Evidence of Career-Related Experience (Product) 	Complete and professional (includes both mentor requirements and product requirements)	Incomplete or unsatisfactory	Missing	____/ 30

Total Points Earned _____ out of 100