

CTE Portfolio Score Card

Category	Expectations	Total Points Awarded
Letter of Introduction <i>(Total points possible 10)</i>	<p style="text-align: center;"><i>(Check ALL that apply)</i></p> Student provides a letter detailing: <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.) 	
Resume <i>(Total points possible 45)</i>	<p style="text-align: center;"><i>(Check ALL that apply)</i></p> Student provides a resume including: <ul style="list-style-type: none"> <input type="checkbox"/> Name (1 pt.) <input type="checkbox"/> Personal information (Address, Phone #, Email, etc.) (5 pts.) <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 (7 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.) 	
References <i>(Total points possible 15)</i>	<p style="text-align: center;"><i>(Check ALL that apply)</i></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> <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, <i>or</i> Peer) (5 pts.) 	
Credentials or Certifications <i>(Total points possible 30)</i>	<p style="text-align: center;"><i>(Must have at least two of the following to receive full points)</i></p> Student provides evidence of: <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"/> Evidence of tool/software proficiency signed off by instructor 	
Total Possible Points 100		Total Points Awarded:
Student Name:		
Evaluator Signature:		Date: _____