Portfolio Details and Rubric

Portfolio Checkpoint

The purpose of this Assignment is to leverage your education accomplishments in pursuit of career goals. You have been building an inventory of school Assignments that highlight your skills and abilities to impress current or potential employers throughout your program.

In this unit, you will upload your Review of Literature Research Paper and your previous Self Directed Learning Plans to your Program Portfolio. Your Portfolio will be reviewed and graded by your instructor in this unit, so make sure you have uploaded your final Review of Literature Research Paper, one Assignment from your past courses, and all your Self Directed Learning Plans from your previous courses to showcase a complete Program Portfolio.

There are three (3) steps to this Assignment:

1. Select one Assignment, such as your Review of Literature Research Paper, from this course that you are particularly pleased about and will leverage your career goals.
2. In addition to uploading the Assignment, you will provide introductory text to explain the document content for your audience, how this document supports your career goals, and how you can leverage this document in pursuing positions related to your career goals. One way to look at these Assignments is as a work sample — that is, something that you could show to a prospective employer that demonstrates your skills and abilities regarding a particular job or career competency.

   Be sure you have uploaded at least one Assignment from this course, at least one Assignment from your previous courses, and your Self Directed Learning Plan from your previous courses to showcase a complete Program Portfolio.

3. Submit your OptimalResume Program Portfolio to your instructor using the Dropbox.

   From within your Program Portfolio in OptimalResume, click on the Share button in the horizontal navigation bar that is toward the top of the Portfolio screen. The Share will expand to show instructions and a link to share your Portfolio.
4. Copy the link that appears just below the “Share Portfolio Instructions.”
5. Go to the Dropbox within your class and click on the **Submit an Assignment** link.
6. Select the Portfolio Assignment from the “Submit to basket” dropdown list.
7. Paste the link copied from Optimal Resume into the Comments box.
8. Click **Submit**; please note that you do not have to add an attachment.
9. Your instructor will be able to view your Program Portfolio using the supplied URL you pasted into the Comments box.
10. You will be presented with a dialog box informing you that your Assignment was successfully submitted; click **OK** to close the dialog box and return to the Dropbox.

If you require additional information of the Portfolio, please review the Program Portfolio information located under the Course Home.

### Grading Rubric

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Points possible for satisfactory completion of task</th>
<th>Points earned by student</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 <strong>Academic quality of submitted Assignments:</strong> Clearly identified Assignment title, includes description of Assignment, course title, grammatically correct, and so forth</td>
<td>0–15</td>
<td></td>
</tr>
<tr>
<td>#2 <strong>Assignment selection:</strong> Unique Assignments presented (diversification), no duplicate Assignments present</td>
<td>0–15</td>
<td></td>
</tr>
<tr>
<td>#3 <strong>Professionalism:</strong> Perceptions on the look and feel of the current state of the Portfolio</td>
<td>0–10</td>
<td></td>
</tr>
<tr>
<td>#4</td>
<td>Student demonstrated effort and consistency to add one Assignment per course taken in student's program along with a Self Directed Learning Plan per course.</td>
<td>0–5</td>
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