Portfolio Rubric for Work-Based Learning

Skills	Approaching Proficiency	Proficient	Approaching Expertise	Insufficient Evidence
Application of Academic Knowledge and Skills	☐ Shows gaps in comprehension of academic and technical texts or in application of mathematical concepts to solve problems and perform expected tasks. Frequent spelling and grammar errors.	☐ Shows comprehension of relevant academic and technical texts and applies relevant mathematical concepts to solve problems and perform expected tasks	☐ Shows advanced understanding of academic and technical texts and/or superior abilities in mathematical reasoning in performing expected tasks. Only minor spelling and grammar errors.	☐
Application of Industry-Focused Knowledge and Technical Skills	☐ Shows gaps in demonstration of industry-specific technical skills and/or adherence to industry-specific safety regulations	☐ Demonstrates industry-specific technical skills and adherence to industry-specific safety regulations	☐ Shows evidence of advanced industry-specific technical skills and adherence to industry-specific safety regulations	☐
Career Knowledge and Navigation Skills	☐ Shows little evidence of planning or navigating workplace or education and career paths aligned with personal goals	☐ Shows evidence of planning and navigating workplace and education and career paths aligned with personal goals	☐ Shows excellent understanding of paths and options; demonstrates superior ability to navigate workplace; strong alignment with personal goals	☐
21st Century Skills	☐ Shows significant gaps in demonstration of two or more 21st Century skill categories.	☐ Shows evidence of proficiency in most 21st Century skill categories, with no significant gaps in more than one skill category.	☐ Demonstrates exceptional abilities in two or more 21st Century skill categories, with no significant gaps in any skill category.	☐
Personal & Social Skills	☐ Shows significant gaps in demonstration of two or more Personal & Social skill categories.	☐ Shows evidence of proficiency in most Personal & Social skill categories, with no significant gaps in more than one skill category.	☐ Demonstrates superior skill in two or more Personal & Social skill categories, no significant gaps in any skill areas.	☐

Matrix of Skills Demonstrated by WBL Portfolio Artifacts

(Not all boxes must be filled for a portfolio to be high quality. Instead, each row should contain at least one "X" as an indication that the student's portfolio contains evidence of that skill using one of the following formats. See sample completed matrix at the end of this packet.)

Student Name: _____

Skills	Career Development Materials	Documentation of Progress	Work Samples	Writing Sample	Project	Assessments
Application of Academic Knowledge and Skills						
Application of Industry-Focused Knowledge and Technical Skills						
Career Knowledge and Navigation Skills						
Creativity And Innovation						
Critical Thinking & Problem Solving						
Communication						

Skills	Career Development Materials	Documentation of Progress	Work Samples	Writing Sample	Project	Assessments
Collaboration & Teamwork						
Information Literacy						
Technology Literacy						
Initiative And Self-Direction						
Professionalism, And Ethics						
Cultural And Global Competence						
Adaptability And Flexibility						
Productivity And Accountability						

Summary of Suggested Components for Portfolio Entries

A suggested portfolio that provides evidence of standards attainment would include the following artifacts:

1. **Introductory letter** written by the student describing the work to be presented and how the samples were selected.

2. **Table of Contents** of student work items contained within the portfolio.

3. **Career Development Materials**
   - Career and educational development plan
   - Resume
   - Application for college
   - Application for employment
   - Letters of recommendation

4. **Documentation of Progress**
   - List of responsibilities undertaken throughout the experiences
   - Periodic journal entries reflecting on tasks and activities

5. **Work Samples (3-4)**

   - Examples of materials developed throughout the experience linked to standards and learning plan

6. **Writing/Research Sample** to demonstrate in-depth knowledge about a career area, describing skill needs and future trends in the industry; use of multiple sources (interviews, literature review and internet search) with proper citations, to demonstrate research/knowing how to learn, information literacy, and written communication skills.

7. **Project** encompassing both work samples and writing samples, and culminating in a presentation. (Note: could substitute for Writing/Research Sample and other Work Samples, if the Project will already include these.)

8. **Assessments**
   - Student Self-Assessment
   - Supervisor evaluation and observations
   - WBL coordinator evaluations and observations

Sample Matrix of Skills Demonstrated by WBL Portfolio Artifacts

(Sample completed matrix: May be used for tracking student artifacts.)

Skills	Career Development Materials	Documentation of Progress	Work Samples	Writing Sample	Project	Assessments
Application of Academic Knowledge and Skills		X	X	X	X	X
Application of Industry-Focused Knowledge and Technical Skills	X	X	X	X	X	X
Career Knowledge and Navigation Skills	X	X	X			X
Creativity And Innovation			X	X	X	X
Critical Thinking & Problem Solving			X	X	X	X
Communication	X	X	X	X	X	X
Collaboration & Teamwork		X	X		X	X

This document is part of the Work-Based Learning Implementation Guide.
For more resources, see the WBL Toolbox: https://tn.gov/education/article/wbl-toolbox

Sample Matrix of Skills Demonstrated by WBL Portfolio Artifacts

Skills	Career Development Materials	Documentation of Progress	Work Samples	Writing Sample	Project	Assessments
Information Literacy	X	X	X		X	X
Technology Literacy		X	X		X	X
Initiative And Self-Direction	X		X		X	X
Professionalism, And Ethics			X		X	X
Cultural And Global Competence			X	X	X	X
Adaptability And Flexibility			X		X	X
Productivity And Accountability			X		X	X