

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### E-Portfolio Requirements

<b>Monday 2/27</b>
Creating your e-portfolio
<input type="checkbox"/> Create and Name your site
<input type="checkbox"/> Select a Theme or Template
<input type="checkbox"/> Share with familiare@uaglobalcommerce.org
Adding/Editing page name on Header
<input type="checkbox"/> About Me
<input type="checkbox"/> Résumé
<input type="checkbox"/> External Links
<input type="checkbox"/> Sample Work
<b>Tuesday 2/28</b>
Finishing Content to the About Me Page
<input type="checkbox"/> Paragraph form with complete sentences
<input type="checkbox"/> 2-3 paragraphs
<input type="checkbox"/> Include all requirements
Sample Work Uploaded
<input type="checkbox"/> At least one assignment/ project
<b>Wednesday 3/1 &amp; Thursday 3/2</b>
Adding Content to your External Links Page
<input type="checkbox"/> At least 3 Working Links
<input type="checkbox"/> Short description on what this website is about and why you like it.
Add Content to your Resume Page
<input type="checkbox"/> High School Education
<input type="checkbox"/> Objective/ Summary of Skills
<input type="checkbox"/> Prior Work Experience with dates
<input type="checkbox"/> Clubs, sports, teams, community activities
Complete all e-portfolio sections required
<b>Friday 3/3</b>
Peer Review and Feedback
<input type="checkbox"/> Provide & receive feedback from 3 classmates
<input type="checkbox"/> Re-Design based on feedback
<b>Final E-Portfolio Due Friday 3/3</b>

#### Home page/ About Me Page Requirements:

- Name and school you attend
- Academic success
- Achievements and Skills
- Career goals
- Personal philosophy
- Professional Pictures (Optional)

**Professional and Academic Work:** Include all projects/ presentation from this class. You may also upload your previous work from other classes.  
Convert all attached artifacts into web-compatible formats (JPEG or PDF) so that the potential reader will not need to own the original software in order to read it.

**External Links:** A list of at least 3 linked websites that you love and think are interesting, each with a brief description of what the website is about. These should be sites related to your professional or personal goals.  
 Example: If you love history, maybe add the link for the Museum of Natural History.

#### Museum of Natural History:

<http://www.amnh.org/>

*Located near Central Park, the Museum of Natural History offers a variety of interesting and wondrous sites. My favorite exhibit is the Dark Universe, which helps to explain the origins of our Solar System and the Universe.*

**E-Portfolio Rubric:**

Criteria	1	2	3	4	Comments
<b><u>Selection of Artifacts</u></b>	The artifacts and work samples do not relate to the purpose of the eportfolio. No requested artifacts included.	Some of the artifacts and work samples are related to the purpose of the eportfolio. Some requested artifacts are included.	Most artifacts and work samples are related to the purpose of the eportfolio. Most requested artifacts are included.	All artifacts and work samples are clearly and directly related to the purpose of the eportfolio. All requested artifacts are included.	
<b><u>Reflection</u></b>	The reflections do not describe growth or include goals for continued learning.	A few of the reflections describe growth and include goals for continued learning.	Most of the reflections describe growth and include goals for continued learning.	All reflections clearly describe growth, achievement, accomplishments, and include goals for continued learning (long and short term).	
<b><u>Navigation</u></b>	The navigation links are confusing, and it is difficult to locate artifacts and move to related pages or a different section. There are significant problems with pages connecting to preceding pages or the Table of Contents. Many of the external links do not connect to the appropriate website or file.	The navigation links are somewhat confusing, and it is often unclear how to locate an artifact or move to related pages or a different section. Some of the pages connect to the Table of Contents, but in other places the links do not connect to preceding pages or to the Table of Contents.	The navigation links generally function well, but it is not always clear how to locate an artifact or move to related pages or different section. Most of the pages connect to the Table of Contents. Most of the external links connect to the appropriate website or file.	The navigation links are intuitive. The various parts of the portfolio are labeled, clearly organized and allow the reader to easily locate an artifact and move to related pages or a different section. All pages connect to the Table of Contents, and all external links connect to the appropriate website or file.	
<b><u>Quality of Writing and Proofreading</u></b>	There are numerous grammatical, spelling or punctuation errors. The style of writing does not facilitate effective communication and requires major editing and revision.	The writing includes include some grammatical, spelling or punctuation errors that distract the reader and requires some editing and revision.	The writing is largely free of grammatical, spelling or punctuation errors. The style of writing generally facilitates communication and minor editing is required.	The writing is free of grammatical, spelling or punctuation errors. The style of writing facilitates communication and no editing is required.	
<b><u>Readability and Layout</u></b>	Color of background, fonts, and links decreases the readability of the text, is distracting and used inconsistently throughout the eportfolio.	Color of background, fonts, and links decreases the readability of the text, is distracting and used inconsistently in some places throughout the eportfolio.	Color, background, font styles, and type size for headings, sub-headings and text are generally used consistently throughout the eportfolio.	Color, background, font styles (italic, bold, underline) and type size for headings, sub-headings and text are used consistently and enhance the readability throughout the eportfolio.	