

GRADUATE PORTFOLIO RUBRIC – INSTRUCTIONAL LEADERSHIP

Student: _____
Reviewer: _____
Date: _____

Final Rating: _____
Pass: _____
Pass With Revisions: _____
Unacceptable: _____

<u>General</u>	Unacceptable	Professional	Comments
<u>General</u>	<input type="checkbox"/> Missing or confusing labels, program, completion semester, phone number <input type="checkbox"/> Vague, uninterpretable, or incomplete table of contents. <input type="checkbox"/> Random or confusing organization <input type="checkbox"/> Overall random or confusing presentation including errors in surface features which detract from comprehensibility of portfolio	<input type="checkbox"/> Cover labeled with name, program, completion semester, and phone number. <input type="checkbox"/> Clear table of contents including page numbers <input type="checkbox"/> Clear presentation by standard or matrix <input type="checkbox"/> Overall clear presentation including few errors in surface features.	
<u>Preliminary Documents</u>	<input type="checkbox"/> Essay or letter only generally introduces candidate and/or provides little or confusing context of leadership experience and current setting. <input type="checkbox"/> Incorrect or incomplete curriculum contract. <input type="checkbox"/> General, vague, or confusing leadership philosophy, which does not, or incorrectly, references work of specific theorists or researchers.	<input type="checkbox"/> Essay or letter clearly introduces candidate and provides general context of leadership experience and current setting <input type="checkbox"/> Appropriate curriculum contract completely and correctly filled in. <input type="checkbox"/> Well thought out leadership philosophy which generally and appropriately references work of specific theorists or researchers.	
<u>Artifacts to Document Standards</u>	<input type="checkbox"/> Too few or insufficient depth and quality to document proficiency in standard. <input type="checkbox"/> No combination of in-class and out-of-class documents. <input type="checkbox"/> Sometimes inappropriate for chosen standard. <input type="checkbox"/> Inappropriate or missing cross-referencing across standards if artifacts are used to support multiple standards.	<input type="checkbox"/> Sufficient in number and quality to document proficiency in standard. <input type="checkbox"/> Representative of in-class and out-of-class documents <input type="checkbox"/> All appropriate to designated standard. <input type="checkbox"/> Clearly cross-referenced if artifacts are used to support multiple standards.	
<u>Reflections/Explanation of Relevance of Artifacts to Standards</u>	<input type="checkbox"/> Standard not stated at beginning of each reflection. <input type="checkbox"/> Limited, vague, or missing identification of artifacts. <input type="checkbox"/> Limited or missing explanation of context in which each artifact was created. <input type="checkbox"/> Vague, inappropriate, or missing explanation of manner in which artifact demonstrates competency of specific performance criteria (subsections of standard)	<input type="checkbox"/> Standard stated at beginning of each reflection. <input type="checkbox"/> Artifacts referenced by label <input type="checkbox"/> Context of each artifact clearly explained. <input type="checkbox"/> Clear general explanation of how artifact demonstrates competency of specific performance criteria (subsections of standard)	