Professional Portfolio Scoring Rubric	Novice 1 = Needs Much Improvement	Apprentice 2 = Needs Some Improvement	Proficient 3 = Good or Acceptable	Distinguished 4 = Excellent	Notes
Portfolio Design and Organization 100 points	Portfolio has unprofessional look; poor design; very unorganized; many spelling and grammar errors	Portfolio lacks professional look; no use of graphics or visual design; difficult for reader/viewer to follow through files; many spelling and grammar errors	Portfolio has a professional look; visually pleasing; reader/viewer can proceed through files in orderly fashion; use of links and folder hierarchy; few spelling and grammar errors	Portfolio has a professional look; graphically, visually pleasing; reader/viewer can proceed through files in orderly fashion; use of links and folder hierarchy; flawless spelling and grammar	Includes name, WKU ID, and Advisor on CD/DVD/Flashdrive and on Title page
Resume 50 points	Contains few of the required contents; Provides partial information on your experience and credentials for assuming the responsibilities of a library/media/techn ology specialist; many details missing; very unorganized	Contains some but not all of the required contents; Provides some information on your experience and credentials for assuming the responsibilities of a library/media/techn ology specialist; some details missing; unorganized	Contains all of the required contents; Details your experience and credentials for assuming the responsibilities of a library/media/technol ogy specialist; organized in a professional style	Contains all of the required contents; Comprehensively detailed professional goals, experience and credentials for assuming the responsibilities of a library/media/techn ology specialist; organized in a professional style. Includes conferences, workshops, professional, memberships, and practicum experience. Excludes non-teaching experience unless relevant to your objective.	Resume should be specific to LMS/EDTECH position
Personal Educational Statement 50 points	Shallow, inconsistent, non cohesive, impersonal educational statement that does not address all of the required areas and/or does not use references and APA citation style. Many errors in use of grammar, punctuation or citation styles. Statement references no seminal articles from the field.	Shallow, inconsistent, non cohesive, impersonal educational statement that does not address all of the required areas and/or does not use references and APA citation style. Many errors in use of grammar, punctuation or citation styles. Statement references few seminal articles from the field.	Adequate 3-5 page personal educational statement reflecting on student's development of knowledge, skills, attitudes, and experiences as an instructional technology or library media professional. The personal educational statement must use references and APA citation style, and address all required areas, including life experiences/influences , professional identity, and connections to professional standards. Some errors in use of grammar, punctuation, or citation styles. Statement references 3 - 4 seminal articles from the field.	In-depth, personal, consistent, cohesive 3-5 page personal educational statement reflecting on student's development of knowledge, skills, attitudes, and experiences as an instructional technology or library media professional. The personal educational statement must use references and APA citation style, and address all required areas, including life experiences/influenc es, professional identity, and connections to professional standards. No errors in use of grammar, punctuation, or citation styles. Statement references 5 or more seminal articles from the field.	PES should be personable and professional
Portfolio Planning Document O points	No Portfolio Planning Document; or does not identify required number of standard indicators for growth; or does not provide plan or list of evidences for professional growth in standard indicators	PPD does not identify required number of standard indicators for growth; plan lists some but not all required actions and evidences for professional growth in standard indicators; actions and evidences are not of sufficient quality to demonstrate mastery of standard indicators	Adequate identification of required standard indicators for growth; PPD identifies adequate number of actions and evidences for standard indicators; actions and evidences are of sufficient quality to demonstrate mastery of standard indicators	Identification of standard indicators for growth surpasses requirements; PPD surpasses requirements for actions and evidences in each standard indicator; actions and evidences are of high quality and demonstrate mastery of standard indicators at distinguished level	Not scored because it has previously been evaluated and scored

Self-Evaluation of	Minimum	Statement on student	Acceptable 2-3 page	Well-written 2-3 page	This essay is very
Standards	requirements missing	activity in each of the	double space	double space	important; please
200 points	or not met for	standard element has	statement on student	statement on student	take time to write
	statement in standard	many grammatical	activity in each of the	activity in each of the	clearly and to allow
	element and not	and does not met	standard element;	standard element,	yourself time for
	based on PPD. Many	minimum page	contains some	free of grammatical	review and revision
	grammatical errors.	requirements; essays	grammatical errors;	errors; essays are	
	The self-evaluation	are not based on	essays are based on	based on information	
	and alignment with	information listed in	information listed in	listed in the PPD. The	
	standards are not	the PPD. The self-	the PPD. The self-	self-evaluation	
	stated clearly and	evaluation and	evaluation includes	includes clear and	
	concisely or missing.	alignment with	clear and concise	concise statements of	
	Descriptions of what was learned by	standards are not	statements of how	how artifacts align with the standard	
	engaging in the	stated clearly and concisely and	artifacts align with the standard element,	element, what was	
	artifact/activity and	descriptions of what	what was learned by	learned by engaging	
	the impact on student	was learned by	engaging in the	in the artifact/activity	
	learning are missing	engaging in the	artifact/activity and	and the impact on	
	or inadequate.	artifact/activity and	the impact on student	student learning.	
	Reflections are not	the impact on student	learning. Reflections	Impact statements	
	written in the first	learning are missing	are written in the first	reference more than	
	person. Impact	or inadequate.	person. Impact	one article from the	
	statements lact	Reflections are not	statements reference	field substantiating	
	reference to at least	written in the first	at least one article	statements and cited	
	one article from the	person. Impact	from the field	using APA citation	
	field substantiating	statements lack a	substantiating	style. Reflections are	
	statements. Each	reference at least one	statements and cited	written in the first	
	self-evaluation lacks	article from the field	using APA citation	person. Each self-	
	links to a minimum required artifact per	substantiating statement Each	style. Each self- evaluation contains	evaluation contains links to a minimum of	
	standard element at	self-evaluation lacks	links to a minimum of	two or more artifact	
	the bottom.	links to a minimum of	two or more artifact	per standard element	
	the bottom.	two artifact per	per standard element	at the bottom.	
		standard element at	at the bottom.	at the sottom.	
		the bottom.			
Evidence/Artifacts	Evidence missing	Evidence is missing	Evidence is located on	Evidence is located on	These should be your
100 points	from flash drive/CD	from flash drive/CD.	flash drive/CD	flash drive/CD	best examples in each
	Evidences for mastery	Evidences for mastery	Evidences for mastery	Evidences for mastery	standard area;
	of standard indicator	of standard indicator	of standard indicator	of standard indicator	Evidence other than
	do not meet	do not meet minimum	meet minimum	surpasses minimum	websites, etc. must be
	requirements; quality	requirement of two	requirement of two	requirement of two	on the flash drive and
			per standard element		
	and nature of	per standard element		per standard element	not on Google docs or
1	evidence are poor and	and are not listed on	and are listed on the	and are listed on the	other cloud utility
	evidence are poor and do not demonstrate	and are not listed on the PPD; quality and	and are listed on the PPD; quality and	and are listed on the PPD; quality and	
	evidence are poor and do not demonstrate mastery of knowledge	and are not listed on the PPD; quality and nature of evidence do	and are listed on the PPD; quality and nature of evidence	and are listed on the PPD; quality and nature of evidence	
	evidence are poor and do not demonstrate mastery of knowledge and skills in standard	and are not listed on the PPD; quality and nature of evidence do not show mastery of	and are listed on the PPD; quality and nature of evidence show mastery of	and are listed on the PPD; quality and nature of evidence clearly show mastery	
	evidence are poor and do not demonstrate mastery of knowledge	and are not listed on the PPD; quality and nature of evidence do not show mastery of knowledge and skills	and are listed on the PPD; quality and nature of evidence show mastery of knowledge and skills	and are listed on the PPD; quality and nature of evidence clearly show mastery of knowledge and	
	evidence are poor and do not demonstrate mastery of knowledge and skills in standard	and are not listed on the PPD; quality and nature of evidence do not show mastery of knowledge and skills in standard element	and are listed on the PPD; quality and nature of evidence show mastery of knowledge and skills in standard element	and are listed on the PPD; quality and nature of evidence clearly show mastery of knowledge and skills in standard	
	evidence are poor and do not demonstrate mastery of knowledge and skills in standard	and are not listed on the PPD; quality and nature of evidence do not show mastery of knowledge and skills	and are listed on the PPD; quality and nature of evidence show mastery of knowledge and skills	and are listed on the PPD; quality and nature of evidence clearly show mastery of knowledge and	
Practicum Evidence	evidence are poor and do not demonstrate mastery of knowledge and skills in standard element;	and are not listed on the PPD; quality and nature of evidence do not show mastery of knowledge and skills in standard element	and are listed on the PPD; quality and nature of evidence show mastery of knowledge and skills in standard element	and are listed on the PPD; quality and nature of evidence clearly show mastery of knowledge and skills in standard element at	
	evidence are poor and do not demonstrate mastery of knowledge and skills in standard	and are not listed on the PPD; quality and nature of evidence do not show mastery of knowledge and skills in standard element at proficient level;	and are listed on the PPD; quality and nature of evidence show mastery of knowledge and skills in standard element at proficient level;	and are listed on the PPD; quality and nature of evidence clearly show mastery of knowledge and skills in standard element at distinguished level;	other cloud utility
Practicum Evidence 100 points	evidence are poor and do not demonstrate mastery of knowledge and skills in standard element; Not Included, not well	and are not listed on the PPD; quality and nature of evidence do not show mastery of knowledge and skills in standard element at proficient level; Minimal Evidence or	and are listed on the PPD; quality and nature of evidence show mastery of knowledge and skills in standard element at proficient level; Evidence includes	and are listed on the PPD; quality and nature of evidence clearly show mastery of knowledge and skills in standard element at distinguished level; Evidence includes	other cloud utility Evidence must be in
	evidence are poor and do not demonstrate mastery of knowledge and skills in standard element; Not Included, not well organized or	and are not listed on the PPD; quality and nature of evidence do not show mastery of knowledge and skills in standard element at proficient level; Minimal Evidence or difficult to find and view. Presents an incomplete view of	and are listed on the PPD; quality and nature of evidence show mastery of knowledge and skills in standard element at proficient level; Evidence includes photos, movies, print	and are listed on the PPD; quality and nature of evidence clearly show mastery of knowledge and skills in standard element at distinguished level; Evidence includes photos, movies, print	other cloud utility Evidence must be in form of digital storytelling AND
	evidence are poor and do not demonstrate mastery of knowledge and skills in standard element; Not Included, not well organized or	and are not listed on the PPD; quality and nature of evidence do not show mastery of knowledge and skills in standard element at proficient level; Minimal Evidence or difficult to find and view. Presents an incomplete view of experiences with	and are listed on the PPD; quality and nature of evidence show mastery of knowledge and skills in standard element at proficient level; Evidence includes photos, movies, print documents well organized, easily found, easily viewed,	and are listed on the PPD; quality and nature of evidence clearly show mastery of knowledge and skills in standard element at distinguished level; Evidence includes photos, movies, print documents well organized, easily found, easily viewed,	other cloud utility Evidence must be in form of digital
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	evidence are poor and do not demonstrate mastery of knowledge and skills in standard element; Not Included, not well organized or	and are not listed on the PPD; quality and nature of evidence do not show mastery of knowledge and skills in standard element at proficient level; Minimal Evidence or difficult to find and view. Presents an incomplete view of experiences with students faculty, and working within the media center/technology center; style of presentation is	and are listed on the PPD; quality and nature of evidence show mastery of knowledge and skills in standard element at proficient level; Evidence includes photos, movies, print documents well organized, easily found, easily viewed, paints a well developed picture of experiences with students, faculty, and working within the media center/technology center; style of presentation is	and are listed on the PPD; quality and nature of evidence clearly show mastery of knowledge and skills in standard element at distinguished level; Evidence includes photos, movies, print documents well organized, easily found, easily viewed, paints a well developed picture of experiences with students, faculty, and working within the media center/technology; style of presentation in Powerpoint,	other cloud utility Evidence must be in form of digital storytelling AND