

Week 4: Portfolio: Draft

Grading Rubric

This document contains a grading rubric for this assignment.

Criteria that Submitted Assignment Meets	Total Points Possible for Assignment
ALL REQUIRED content is present and portfolio is logically organized. <i>Deduct up to 5 points for spelling and grammatical errors.</i>	50
MOST required content is present and portfolio is logically organized. <i>Deduct up to 5 points for spelling and grammatical errors.</i>	35-49
SOME required content is present and portfolio is logically organized. <i>Deduct up to 5 points for spelling and grammatical errors.</i>	20-34
LITTLE required content is present; poorly organized. <i>Deduct up to 5 points for spelling and grammatical errors.</i>	0-19

SUGGESTED POINT DISTRIBUTION (MAY BE CHANGED AT DISCRETION OF COURSE INSTRUCTOR):

Pts	Content	Pts Awarded	Pts	Content	Pts Awarded
2	Title page		1	Prof. development & training section (with or without documents)	
2	Table of contents		6	2 Letters of reference	
4	Statement of authenticity		4	Reference List	
4	Personal mission statement/quote		1	Awards & accomplishments section (with or without documents)	
4	Elevator speech		1	Volunteer history section (with or without documents)	
4	Education section: Plan of study/academic history		1	Professional affiliations section (with or without documents)	
4	Education section: Course descriptions (for all courses to be completed during DeVry degree program)		4	Career path section with 1-, 2-, and 5-year goals	
2	Resumé		6	Work samples (minimum 2) (should be high-quality past assignments, projects, etc.)	
			50	TOTAL	

COMMENTS:

[Print](#)

Reading

Chapter 8: Before the Interview

Career and Company Research (due this week)

Now that you have identified some career-related goals, it's time to match those goals to potential employers. In this assignment, you will investigate companies based on those goals, and you will also spend some time thinking about how you will market yourself to those employers.

The assignment template and grading rubric are available in Doc Sharing. Save the template file by adding your last name to the template filename (e.g.

Week4_Career_Company_Research_Template_Smith.docx). Be sure to proofread and spell check your work before you submit it.

The grading rubric is also available below:

Component Points	Points
Part 1: Award full credit if all sections meet minimum requirements. Deduct up to 30 points for incomplete work. No points awarded if the section is not submitted. Deduct up to 5 points for spelling and grammatical errors.	50
Part 2: Award full credit if marketing plan is comprehensive and is indicative of actions the student will be taking as part of his or her job search process. Deduct up to 30 points for incomplete or unclear responses. No points awarded if the section is not submitted. Deduct up to 5 points for spelling and grammatical errors.	50

Component Points	Points
Total	100

Submit your assignment to the Dropbox located on the silver tab at the top of this page. For instructions on how to use the Dropbox, read these [step-by-step instructions](#) or watch this [Dropbox Tutorial](#).

Portfolio: Draft (due this week)

You will be preparing an electronic portfolio documenting your educational and career achievements and aspirations. You can choose to create a web page or you can use an application like Microsoft Word or Microsoft PowerPoint. Your portfolio should be logically organized, visually appealing, and include the following items (required content items are noted).

- Title Page (*REQUIRED*)
- Table of Contents (*REQUIRED*)
- Statement of Authenticity: This is a statement indicating that you are the author of all materials contained within your career portfolio, that it is your original work, and that it is an honest representation of your skills. It should be inserted in your portfolio immediately following the Table of Contents. (*REQUIRED*)
- Personal Mission Statement: The Week 4 Lecture will contain helpful information on how to write your personal mission statement. (*REQUIRED*)
- Your Elevator Speech (also called a 30-second commercial): This is a short 15- to 30-second speech that memorably and succinctly introduces you and that you can use anytime and anywhere you wish to introduce yourself to a potential contact to spark his or her interest. (*REQUIRED*)
- Education section with
 1. DeVry plan of study (*REQUIRED*);
 2. DeVry course descriptions (*REQUIRED*);
 3. DeVry academic history (to be replaced by your transcript after graduation) (*REQUIRED*); and
 4. Documentation of prior post-secondary education (optional).
- Resumé (*REQUIRED*)
- Professional Development and Training section (*REQUIRED*) (with supporting documents if available)
- Reference section (*REQUIRED*) with
 1. one letter of reference related to your technical skills; and
 2. one letter of reference related to your transferable skills.
- Reference list with your contact information and contact information for your references (minimum four) (*REQUIRED*)

- Awards and Accomplishments section (*REQUIRED*) (with supporting documents if available)
- Volunteer History section (*REQUIRED*) (with supporting documents if available)
- Professional Affiliations section (*REQUIRED*) (with supporting documents if available)
- Career Pathing section with your 1-, 2-, and 5-year goals (*REQUIRED*)
- Work Samples (*REQUIRED*)

The grading rubric for this assignment is available in Doc Sharing. Be sure to proofread and spell check your work before you submit it.

Submit your assignment to the Dropbox located on the silver tab at the top of this page. For instructions on how to use the Dropbox, read these [step-by-step instructions](#) or watch this [Dropbox Tutorial](#).

The grading rubric is also available below:

Criteria that Submitted Assignment Meets	Total Points Possible for Assignment
All required content is present and portfolio is logically organized. Deduct up to 5 points for spelling and grammatical errors.	50
Most required content is present and portfolio is logically organized. Deduct up to 5 points for spelling and grammatical errors.	35-49
Some required content is present and portfolio is logically organized. Deduct up to 5 points for spelling and grammatical errors.	20-34
Little required content is present and it is poorly organized. Deduct up to 5 points for spelling and grammatical errors.	0-19

A rubric with suggested point allocation is available in Doc Sharing. Point allocation remains at the discretion of the instructor. See the Syllabus "Due Dates for Assignments & Exams" for due date information.

CSO Consultation (due in Week 6)

You are expected to contact your Career Services Office (CSO) advisor to learn, in detail, how the CSO can assist you with your particular job search needs. The consultation will lay the foundation for a positive working relationship that will assist you in getting an education-related job after graduation. Once you have completed the CSO Consultation, your Career Services advisor will give you a confirmation number. Make note of this number so that you can enter it into the CSO Consultation Questionnaire.

For more information on required and optional topics that will be covered during the CSO Consultation, please refer to the Week 6 CSO Consultation Checklist and the Week 6 CSO Consultation Info Sheet which are both available in Doc Sharing.

You will be entering your confirmation number into a CSO Consultation Questionnaire item that will be available under Week 6.

Please note: In Week 6, although the deadline to submit the assignment is Sunday at 11:59 PM MT, Career Services offices may not be open on the weekend. You are encouraged to complete the assignment as soon as possible.

Discussions

- Marketing Yourself (graded)
- Q & A Forum for your questions and comments (not graded)