<table>
<thead>
<tr>
<th>Portfolio Elements @ 50 points each</th>
<th>Grading Instructions</th>
<th>Deductions (circle those that apply)</th>
<th>Deductions</th>
<th>Total</th>
</tr>
</thead>
</table>
| Resume (R)                        | • Apply the BGS Resume Rubric | • Transfer Deductions and Total from Resume Rubric  
  • 5 points: not included in draft portfolio  
  • 10 points: not included on OAKS class for 2018  
  • 50 points: not included in final portfolio |            |       |
| Professional Narrative (PN)      | • Apply the BGS PE Rubric | • Transfer Deductions and Total from PN Rubric  
  • 5 points: less than ¾ page  
  • 10 points: less than ½ page  
  • 50 points: not included in final portfolio |            |       |
| PACE Navigator Professional, Academic and Community Engagement Action Plan (PACE) | • Check to make sure that the Navigator is complete, updated, and that it reflects the student’s most recent academic plans (including, if pertinent, plans to study abroad) and related community and professional engagement plans. First-year students are encouraged, but not required, to fill out academic year and summer engagements after the first year, but you should encourage them to put in placeholders (e.g. Leadership position in campus environmental organization; internship; national award application, etc.). | • 5 points: did not include first-year year classes  
  • 5 points: did not include Western Civilization if relevant  
  • 5 points: did not include Independent Study and BE  
  • 5 Points: did not include 2 additional Honors courses  
  • 5 Points: did not include in portfolio draft  
  • 50 points: not included in final portfolio  
  • 10 points: Not included on Oaks Class for 2018  
  • 5 points: did not include reflection for first year  
  • 5 points: did not include summer engagements for first year  
  • 5 points: did not include academic year engagements for first year |            |       |
| Artifact and Appearance           | • Check to make sure the portfolio has no handwritten portions and that everything is properly and neatly ordered.  
  • Check to make sure the portfolio includes an artifact.  
  • Though optional, you are encouraged to include a brief introduction to your artifact.  
  • Artifact does not need to be included in portfolio draft  
  • Check linkedin profile  
  • linkedin profile should be complete by final due date.  
  • Check for resume and | • 5 points: portfolio is damaged or disheveled  
  • 10 points: non-BGS / HC binder used  
  • 5 points: incomplete linkedin profile  
  • 10 points: no linkedin profile  
  • 50 points: artifact not included in final portfolio  
  • +10 (bonus) complete E-portfolio |            |       |

PF Name____________________