<table>
<thead>
<tr>
<th>Portfolio Elements @ 100 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 from Resume Rubric  
• 10 points: not included in final week draft  
• 10 Points: no LinkedIn URL  
• 10 points: not included on OAKS class for 2018  
• 100 points: not included in final portfolio |            |       |
| Professional Narrative (PN)         | • Apply the BGS PN Rubric | • Transfer Deductions from PN Rubric  
• 20 points: less than ¾ page  
• 50 points: less than ½ page  
• 100 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.). | • 10 points: omits first-year year classes  
• 20 points: omits Western Civilization if relevant  
• 20 points: omits HI and BE  
• 10 Points: omits 2 additional Honors courses as needed  
• 50 Points: not included in portfolio draft  
• 100 points: not included in final portfolio  
• 20 points: Not included on Oaks Class for 2019  
• 20 points: omits reflection for first year  
• 10 points: omits summer engagement plans for first year  
• 10 points: omits academic year engagements for first year |            |       |
| Artifacts and Appearance            | • Check to make sure the portfolio has no handwritten portions and that everything is properly and neatly ordered in HC-branded binder  
• Check to make sure the portfolio includes an artifact in addition to the professor profile  
• Though optional, students are encouraged to include a brief introduction to your artifact.  
• Artifact does not need to be included in portfolio draft  
• Check LinkedIn profile for completion | • 10 points: portfolio is disheveled or non-HC  
• 10 points: incomplete linkedin profile  
• 20 points: no linkedin profile  
• 25 points: no extra artifact  
• 25 points: no HE proposal  
• 25 points: no Prof Profile  
• 10 points: incomplete Prof Profile (omits key information about prof, their teaching / research background, or student reflection on meeting)  
• 10 points: prof. profile includes multiple typos or other stylistic flaws  
• +25 (bonus) E-portfolio |            |       |