

CTE Internship Student Digital Portfolio Rubric

Updated 8-10-2022

Skill	Professional	Proficient	Developing
Profile-Students will create a career related digital profile that identifies a student's internship selection and the content appeals to future employers.	Profile provides a detailed description of the student's internship selection and content effectively appeals to future employers. Evidence related to their career goals is effectively arranged. (i.e. evidence begins with most relevant experience)	Profile identifies student's internship selection and content appeals to future employers (i.e. uses industry terminology that aligns with targeted career and provides employment experience that aligns with future career goals).	Profile has been started. Contains some personal, career, and academic information.
Headshot/Cover Photo- Students will include a professional headshot and cover photo that appeals to future employers.	Profile includes a professional headshot/cover photo that appeals to future employers and/or reflects the student's pathway selection.	Profile includes a headshot/cover photo that is in-focus, professional, and connects with the student's internship selection and/or career goals.	Profile includes a casual headshot with unnecessary objects, graphics, and or backgrounds
Headline-Students will create a headline that describes their career goals and/or internship selection.	Profile includes a headline that relates to the student's current career goals and utilizes industry related verbiage.	Profile includes a headline that is career-minded, professional, goal-oriented, and/or identifies the student's internship/pathway selection.	Profile includes a headline that is generic and/or relates to the student academically instead of career focused.
About/Summary-Students will include a summary which describes the student's career interests & experiences.	Profile includes an "About" or summary which connects to the selected internship, goals, or industry of interest and shows meaningful reflection of current career related status, relevant skills, interests, coursework or experiences (e.g., courses within the internship pathway, student leadership roles, school activities, future education/career training goals, etc.).	Profile includes an "About" or summary which describes the student's current career related status, skills and interests. Content is detailed and reflects career goals and interests. A list of skills may be included with validating experiences.	Profile includes an "About" or summary which identifies the students' academics, skills, and activities. Content is broad and generic.
Experience-Students will include current and previous work-related experiences, including the internship experience.	Profile evaluates the student's current and past work-related experiences and shows evidence of alignment with student's career pathway. Content details tasks and duties of position, demonstrates a variety of transferrable skills, and includes proper spelling and grammar.	Profile describes work-related experiences, including the student's internship, in detail. Content describes tasks and duties of position, demonstrates some transferrable skills, and includes proper spelling and grammar.	Profile includes 1 work-related experience. Content is broad and generic.
Education- Students will include: School, Dates Attended, Field of Study (pathway) or Focus, and Activities and Societies. GPA optional)	Profile includes: School, Dates Attended, Field of Study (pathway) or Focus, and Activities and Societies. Content is detailed, professional, includes proper spelling and grammar, and aligns with student's career pathway.	Profile includes: School, Dates Attended, Field of Study (pathway) or Focus, and Activities and Societies. Content is detailed and includes proper spelling and grammar.	Profile includes 1-2 education related items.

<p>Career Knowledge, Skills, & Abilities- Students will include educational examples/artifacts that show progression and personal growth relating to their career goals. Examples/artifacts may include: License & Certifications, Volunteer Experience (e.g. religious & community), Honors & Awards.</p>	<p>Profile includes 4+ relevant pieces of information further validating skills, interests, abilities, and attitude toward career and continued learning.</p>	<p>Profile includes 2-3 relevant pieces of information given to further validate skills, interests, abilities, and attitude toward career and continued learning.</p>	<p>Profile includes 1 relevant piece of information given to further validate skills, interests, abilities, and attitude toward career and continued learning.</p>
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<p>Recommendations, Skills & Endorsements- Students will include a professional recommendation and/or endorsement which aligns with the student's internship experience.</p>	<p>Profile includes 3+ skill endorsements and/or professional recommendations At least one recommendation/endorsement is directly related to the student's internship experience. Note: professional recommendations include educator, mentor, religious/community leader, internship instructor, employer, etc. (should not be a relative)</p>	<p>Profile includes 2 skill endorsements and/or professional recommendations Note: professional recommendations include educator, mentor, religious/community leader, internship instructor, employer, etc. (should not be a relative)</p>	<p>Profile includes 1 recommendation and/or skill endorsement.</p>
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<p>Content- Students will reflect on their internship through journaling/posting</p>	<p>Profile will include 5+ original posts to include work experience, tasks, and growth gained while participating in the internship. Part of the original post will be to connect an article from someone (a professional) leading out in the industry or a concept that the student is working on. Use content from other professionals by linking their article (from industry-leading professionals) within the student post.</p>	<p>Profile will include 3-4 original posts to include work experience, tasks, and growth gained while participating in the internship. Part of the original post will be to connect an article from someone (a professional) leading out in the industry or a concept that the student is working on. Use content from other professionals by linking their article (from industry-leading professionals) within the student post.</p>	<p>Profile will include 1-2 original posts to include work experience, tasks, and growth gained while participating in the internship. Part of the original post will be to connect an article from someone (a professional) leading out in the industry or a concept that the student is working on. Use content from other professionals by linking their article (from industry-leading professionals) within the student post.</p>
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<p>Student Survey of Employer/Internship</p>	<p>Survey completed may include school name, student name, SIS number, CTE Internship participating company name, feedback about experience, reflection on skills gained, and a response (yes, no, maybe) if they would promote CTE Internship to other students. Survey should be created to gain feedback on student's experience in the CTE internship course and provide insight on how to improve the experience for students in the future.</p>		
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<p>Employer Survey/Exit Interview of Student Intern and Internship Program</p>	<p>Employer conducts an exit interview with student to go over comments/ratings used to fill out Employer Survey. Exit interview should include feedback on specific skills student excelled in as well as deficiencies where growth is critical to student future success. Survey may also provide feedback on the overall effectiveness of the internship program.</p>		
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