

JOUR 104 final portfolio checklist/rubric

Resume: 10 points

- No typos
- Up to date
- Uploaded in a way that is easy for potential employers to use (no Word doc downloads)
- Easy to find from the homepage

About Me page: 10 points

- A short bio (2-3 paragraphs)
- A photo or image that reflects you
- Correct spelling, grammar, punctuation

Other content: 5 points

- Contact method (email, phone, social and/or "contact me" form)
- Home page (your name is at the top; easy to navigate; clean)

Work samples:

Descriptive writing: 25 points

- Mechanics (grammar, spelling, punctuation, usage, AP style)
- Clarity and structure
- Audience and format
- Accuracy, citation and attribution
- Progress through revision
- Brief assignment description

Explanatory writing: 25 points

- Mechanics (grammar, spelling, punctuation, usage, AP style)
- Clarity and structure
- Audience and format
- Accuracy, citation and attribution
- Progress through revision
- Brief assignment description

Memo/report: 25 points

- Mechanics (grammar, spelling, punctuation, usage, AP style)
- Clarity and structure
- Audience and format
- Accuracy, citation and attribution

- Progress through revision
- Brief assignment description

100 points total