

Final Project: Document Portfolio

Students will produce a portfolio of print materials to support instruction. The portfolio will:

- consist of five documents that demonstrate ways print media can enhance the curriculum.
- incorporate the use of well-composed digital photographs that are appropriate to the theme of the portfolio.
- demonstrate the generally accepted elements of good design.
- be composed of documents that have the potential to enable and empower learners with diverse backgrounds, characteristics and abilities.

Along with the five documents created for the final portfolio, students will submit a critique of their assignment. Document critique required topics: rationale for document selections, publication goals, layout description, analysis of document strengths & weaknesses; and suggestions for improvement

Required Project Portfolio Rubric

Points (per category listed below)	Advanced (4)	Proficient (3)	Basic (2)	Below Basic (1)	No credit
Documents submitted	Five different types of documents are submitted. One of the documents is either a newsletter that contains at least four pages or a brochure.	Five documents are submitted. One of the documents is either a newsletter that contains at least four pages or a brochure.	Five documents are submitted. A newsletter that contains at least four pages or a brochure is not included	Less than five documents are submitted.	Documents are not submitted
Layout, Design, Fonts	7 principles of layout and design are followed. Fonts are consistent and appropriate.	5 – 6 principles of layout and design are followed, or there are a few errors in font consistency and appropriateness.	3 – 4 principles of layout and design are followed, or there are several errors in font consistency and appropriateness.	2 principles of layout and design are followed, or there are many errors in font consistency and appropriateness.	Principles of layout and design are not followed, or there are many errors in font consistency and appropriateness
Required features included (two graphics, text wrapped around an object, text that flows onto other columns or pages, originally composed text)	All required features are included.	At least 4 required features are included.	At least 3 required features are included.	At least 2 required features are included.	Less than 2 required features are included
Appropriate to and keeping with pre-approved classroom theme	All five documents are consistent with the theme.	Four documents are consistent with the theme.	Three documents are consistent with the theme.	Two documents are consistent with the theme.	Less than 2 documents are consistent with the theme.
Document critique required topics: rationale for document selections, publication goals, layout description, analysis of document strengths & weaknesses; and suggestions for improvement	All 5 required topics are included	At least 4 required topics are included.	At least 3 required topics are included.	At least 2 required topics are included.	Less than 2 required topics are included or document critique is not submitted.
Citations	All “borrowed” materials are cited in the documents.	Almost all “borrowed” materials are cited in the documents.	Most “borrowed” materials are cited in the documents.	Some “borrowed” materials are cited in the documents.	Citations are not included with the submission.

Written Communication within portfolio					
	Advanced (4)	Proficient (3)	Basic (2)	Below Basic (1)	No credit
FOCUS The single controlling point made with an awareness of task (mode) about a specific topic.	Sharp, distinct controlling point made about a single topic with evident awareness of task	Apparent point made about a single topic with sufficient awareness of task	No apparent point but evidence of a specific topic	Minimal evidence of a topic. Incoherent	Assignment not submitted
				Incoherent	
ORGANIZATION The order developed and sustained within and across paragraphs using transitional devices including introduction and conclusion. APA style is utilized correctly.	Sophisticated arrangement of content with evident and/or subtle transitions. In sections of the assignment specified in assignment instructions,* APA style is utilized with 0 errors	Functional arrangement of content that sustains a logical order with some evidence of transitions. In sections of the assignment specified in assignment instructions,* APA style is utilized with 1 to 4 errors	Confused or inconsistent arrangement of content with or without attempts at transition. In sections of the assignment specified in assignment instructions,* APA style is utilized with 5 to 8 errors	Minimal control of content arrangement. In sections of the assignment specified in assignment instructions,* APA style is utilized with 9 or more errors	Assignment not submitted
STYLE The choice, use of arrangement of words and sentence structures that create tone and voice.	Precise, illustrative use of a variety of words and sentence structures to create consistent writer's voice and tone appropriate to audience	Generic use of variety of words and sentence structures that may or may not create writer's voice and tone appropriate to audience	Limited word choice and control of sentence structures that inhibit voice and tone	Minimal variety in word choice and minimal control of sentence structures	Assignment not submitted
CONVENTIONS The use of grammar, mechanics, spelling, usage and sentence formation.	Evident control of grammar, mechanics, spelling, usage and sentence formation	Sufficient control of grammar, mechanics, spelling, usage and sentence formation	Limited control of grammar, mechanics, spelling, usage and sentence formation	Minimal control of grammar, mechanics, spelling, usage and sentence formation	Assignment not submitted