

**Lakeview College of Nursing**  
**Professional & Academic E-Portfolio**

Each student will create and finalize an academic e-portfolio that will assist them in preparing for registered nursing job interviews during their fourth semester term and “showcase” their academic work throughout their nursing education. The Professional & Academic E-Portfolio will include an updated resume, a cover letter, the names and contact information for 3 professional references, and the responses to three behavioral interview-style questions; and will also serve as a biographical account of the student’s career at Lakeview College of Nursing – the goals, objectives met, improvements in writing and nursing skills, etc. If you have previous academic experience, that information can also be included. Collections of papers and presentations may be included to demonstrate your best ideas, work, and accomplishments during the program and demonstration of meeting the course learning objectives and program outcomes below:

<p><b>Course Learning Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate the role of the professional nurse as a care manager, an advocate, a teacher, a counselor, a change agent, and a nursing leader for providing safe, ethical, and legal nursing care.</li> <li>2. Develop a quality improvement plan to improve healthcare outcomes using research and other sources of evidence.</li> <li>3. Integrate nursing leadership theories to facilitate interpersonal collaborations, conflict management, and teambuilding in health care systems.</li> </ol>	<p><b>Program Outcomes (PLSO):</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate collaboration among health care professionals through the use of effective communication to improve patient outcomes.</li> <li>2. Incorporate informatics and technology into professional nursing practice.</li> <li>3. Implement safe, quality care for individuals, families, and systems to improve outcomes.</li> <li>4. Teach patients about health promotion and screening programs based on family, population, and/or community needs.</li> <li>5. Integrate professional values and leadership principles as a nurse generalist.</li> <li>6. Demonstrate patient-centered care by respecting the patient's preferences, being culturally sensitive, and incorporating professional values into nursing practice.</li> <li>7. Demonstrate appropriate clinical judgment based on current evidence for patients across the lifespan in a variety of settings</li> </ol>
<p><b>Professional &amp; Academic E-Portfolio Learning Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Organize relevant work history and clinical experience in the form of an updated résumé and references (CLO 1, 3)</li> <li>2. Discuss professional development, academic achievement, and personal attributes in the cover letter (CLO 1, 2, 3)</li> <li>3. Prepare for the interview process through reflection of clinical experience and application of behavioral-based interview questions (CLO 1, 3)</li> <li>4. The student will demonstrate an appreciation for lifelong learning and professional development (PLSO 1, 2, 5, 7)</li> <li>5. The student will integrate professional values and cultural competence into their nursing practice (PLSO 1, 4, 5, 6)</li> <li>6. The student will demonstrate an understanding of health promotion, maintenance, and restoration of wellness (PLSO 4, 5)</li> <li>7. The student will analyze evidence-based practice and nursing interventions to improve client outcomes (PLSO 1, 2, 3, 7)</li> <li>8. The student will effectively evaluate their academic progression through the baccalaureate nursing program (PLSO 2, 3, 5)</li> </ol>	

An Professional & Academic E-Portfolio will be completed within the Edvance360 platform. The E-Portfolio is divided into sections, each has specific directions for the papers and documentation that should be included.

Students should have an example of one assignment per LCN course listed below. No duplication of assignments is permitted. Each document can only be used once as an example of accomplishment.

The Professional & Academic E-Portfolio is divided into two submissions and two separate grades. The first submission (Part One) allows the instructor to provide feedback to the student before completing the second submission. The student will be able to complete edits per the feedback by the instructor and apply the feedback when completing the second submission (Part Two).

Professional & Academic E-Portfolio Part One will include the following:

- Cover Letter
- Resume
- Professional References
- Behavioral Interview Questions
- First Semester Term Coursework
- Second Semester Term Coursework

Professional & Academic E-Portfolio Part Two will include the following:

- All components from Part One
- Third Semester Term Coursework
- Fourth Semester Term Coursework
- Service-Learning Journal
- Proof of attendance at LCN Research Day – 1 is **accepted**, 2 is **preferred**
- Supplemental

<b>Part One</b>	
<b>Components</b>	<ul style="list-style-type: none"> <li>• Cover Letter (See rubric for full details)</li> <li>• Resume (See rubric for full details)</li> <li>• Professional References (See rubric for full details)</li> <li>• Behavioral Interview Questions (See rubric for full details)</li> <li>• First Semester Term Coursework</li> <li>• Second Semester Term Coursework</li> </ul>
<b>Course</b>	<b>Suggested Assignments for E-Portfolio</b>
N311: Foundations of Professional Nursing	<ul style="list-style-type: none"> <li>• Cultural Presentation</li> <li>• Lab Test Out</li> <li>• Midterm or Final Clinical Evaluation</li> <li>• Proctored ATI Report</li> </ul>
N312: Basic Health Assessment	<ul style="list-style-type: none"> <li>• H &amp; P/Lab Test Out</li> <li>• Proctored ATI Report</li> </ul>
N313: Basic Concepts of Pathophysiology	<ul style="list-style-type: none"> <li>• Davis Advantage Assignment</li> <li>• Focus Concept Sheet/Review</li> </ul>
N314: Introduction to Professional Practice	<ul style="list-style-type: none"> <li>• Vulnerable Population APA paper</li> <li>• History of Nursing Presentations</li> <li>• Personal Nursing Philosophy APA Paper</li> <li>• Cultural Implications Paper</li> </ul>

	<ul style="list-style-type: none"> <li>• Proctored ATI Report</li> </ul>
N321: Adult Health I	<ul style="list-style-type: none"> <li>• Concept Map, Care Plan or Teaching Plan</li> <li>• Lab Test Out</li> <li>• Discussion Post</li> <li>• Cultural Simulation</li> <li>• EKG Worksheet</li> <li>• Midterm or Final Clinical Evaluation</li> <li>• Proctored ATI Report</li> </ul>
N322: Basic Concepts of Pharmacology	<ul style="list-style-type: none"> <li>• Polypharmacy Project</li> <li>• Drug Cards</li> <li>• Proctored ATI Report</li> </ul>
N323: Mental and Behavioral Health	<ul style="list-style-type: none"> <li>• Milieu Project</li> <li>• Lab Test Out</li> <li>• Clinical Summary</li> <li>• Care Plan</li> <li>• Research Paper</li> <li>• Midterm or Final Clinical Evaluation</li> <li>• Proctored ATI Report</li> </ul>
N324: Older Adult Health	<ul style="list-style-type: none"> <li>• Palliative-Hospice Assignment</li> <li>• Therapeutic Communication Gerontology Assignment</li> <li>• Client Comfort and End of Life Care Assignment</li> </ul>
<b>Part Two</b>	
<b>Components</b>	All components from Part One
	Third Semester Term Coursework
	Fourth Semester Term Coursework
	Service-Learning Journal (See rubric for full details)
	Proof of Attendance at LCN Research Day (See rubric for full details)
	Supplemental
N431: Adult Health II	<ul style="list-style-type: none"> <li>• Culture Simulation</li> <li>• Room Safety Simulation</li> <li>• Concept Map, Care Plan or Teaching Plan</li> <li>• Lab Test Out</li> <li>• Reflective Journal</li> <li>• Midterm or Final Clinical Evaluation</li> <li>• Proctored ATI Report</li> </ul>
N432: Maternal-Newborn Care	<ul style="list-style-type: none"> <li>• Teaching Project</li> <li>• Concept Map or Care Plan</li> <li>• Culture Assignment</li> <li>• Focus Sheet</li> <li>• Maternal Fetal Monitoring Online Assignment</li> <li>• Lab Test Out</li> <li>• Midterm or Final Clinical Evaluation</li> <li>• Proctored ATI Report</li> </ul>

N433: Infant, Child, and Adolescent Health	<ul style="list-style-type: none"> <li>• Immunizations Modules</li> <li>• Lab Test Out</li> <li>• Poison Control Modules</li> <li>• Concept Map or Care Plan</li> <li>• Pediatric Growth &amp; Development Group Project</li> <li>• School Nurse Journal</li> <li>• ASQ Questionnaires</li> <li>• Midterm or Final Clinical Evaluation</li> <li>• Proctored ATI Report</li> </ul>
N434: Evidence-Based Practice	<ul style="list-style-type: none"> <li>• Literature Review</li> <li>• Cultural PowerPoint</li> <li>• Discussion Post</li> </ul>
N441: Adult Health III	<ul style="list-style-type: none"> <li>• Concept Map or Care Plan</li> <li>• Lab Test Out</li> <li>• Midterm or Final Clinical Evaluation</li> <li>• Proctored ATI Report</li> </ul>
N442: Population & Global Health	<ul style="list-style-type: none"> <li>• Legacy Project</li> <li>• Community Assessment/Windshield Survey</li> <li>• Community Resource Project</li> <li>• Clinical Journal</li> <li>• Midterm or Final Clinical Evaluation</li> <li>• Proctored ATI Report</li> </ul>
N443: Leadership & Management	<ul style="list-style-type: none"> <li>• Change Project Presentation</li> <li>• Midterm or Final Clinical Evaluation</li> <li>• Journal</li> <li>• Résumé</li> <li>• Sigma Theta Tau Nurse Manager Certificate</li> <li>• Proctored ATI Report</li> </ul>
N444: Concept Synthesis	<ul style="list-style-type: none"> <li>• Proctored ATI Report</li> <li>• Midterm or Final Clinical Evaluation</li> <li>• Discussion Post</li> <li>• Pharmacology Commercial</li> </ul>
Service-Learning Hours	<ul style="list-style-type: none"> <li>• Service-Learning Journal – <b>*Each answer needs to be 2 to 3 sentences*</b></li> </ul>
Research Day Attendance	<ul style="list-style-type: none"> <li>• Certificates from attending Research Day (1 is <b>accepted</b>, 2 is <b>preferred</b>)</li> </ul>
Supplemental	<ul style="list-style-type: none"> <li>• CEU's</li> <li>• Dean's List and other certificates of achievement</li> <li>• BLS and if available ACLS/PALS</li> <li>• Previous Diplomas or educational certificates</li> <li>• SGA roles</li> </ul>

**Student Name:**

Approved Date: 12/11/2020  
Revision: 04/22/2021

**Part One:** \_\_\_\_/180

**Part Two:** \_\_\_\_/325

Criteria	0 Points	10 Points	20 Points	25 Points	Points
<p><b><u>Cover Letter</u></b></p> <p>The cover letter should expand on the experience and skills presented in the résumé.</p> <p>It should include the following:</p> <ol style="list-style-type: none"> <li>Name and contact information of the applicant</li> <li>The date</li> <li>The recipient's name and contact information</li> <li>Professional greeting</li> <li>Opening paragraph: include the title of the position and the expressed interest in the position</li> <li>Supporting paragraph 1: Relevant experience, achievements in nursing school, volunteer experience, etc.</li> <li>Supporting paragraph 2: Discuss key qualifications</li> <li>Conclusion: Reiterate the skills and qualifications that set you apart</li> <li>Professional sign-off including your full</li> </ol>	<p>Cover letter is incomplete or absent</p> <p>Cover letter is plagiarized from another source</p> <p>Does not adequately address 5 or more of the following:</p> <ol style="list-style-type: none"> <li>Name and contact information</li> <li>The date</li> <li>The recipient's name and contact information</li> <li>Professional greeting</li> <li>Opening paragraph</li> <li>Supporting paragraph 1</li> <li>Supporting paragraph 2</li> <li>Conclusion</li> <li>Professional sign-off</li> </ol>	<p>Cover letter is incomplete</p> <p>Does not adequately address 3-4 of the following:</p> <ol style="list-style-type: none"> <li>Name and contact information</li> <li>The date</li> <li>The recipient's name and contact information</li> <li>Professional greeting</li> <li>Opening paragraph</li> <li>Supporting paragraph 1</li> <li>Supporting paragraph 2</li> <li>Conclusion</li> <li>Professional sign-off</li> </ol>	<p>Cover letter is mostly complete</p> <p>Cover letter does not adequately address 1-2 of the following:</p> <ol style="list-style-type: none"> <li>Name and contact information</li> <li>The date</li> <li>The recipient's name and contact information</li> <li>Professional greeting</li> <li>Opening paragraph</li> <li>Supporting paragraph 1</li> <li>Supporting paragraph 2</li> <li>Conclusion</li> <li>Professional sign-off</li> </ol>	<p>Cover letter is complete</p> <p>Cover letter thoroughly addresses all of the following:</p> <ol style="list-style-type: none"> <li>Name and contact information</li> <li>The date</li> <li>The recipient's name and contact information</li> <li>Professional greeting</li> <li>Opening paragraph</li> <li>Supporting paragraph 1</li> <li>Supporting paragraph 2</li> <li>Conclusion</li> <li>Professional sign-off</li> </ol>	

name					
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>20 Points</b>	<b>25 Points</b>	<b>Points</b>
<p><b><u>Resume</u></b></p> <p>The résumé should include the following in a well-organized document in the following order:</p> <ol style="list-style-type: none"> <li>Contact information</li> <li>Concise career objective</li> <li>Education (reverse chronological order)</li> <li>Certifications/licensures, including BLS</li> <li>Work experience (reverse chronological orders)</li> <li>Clinical experience if space allows</li> <li>Volunteer service if space allows</li> </ol>	<p>Résumé is incomplete, absent, or plagiarized from another source</p> <p>Criteria are presented out of order</p> <p>Does not adequately address 5 or more of the following:</p> <ol style="list-style-type: none"> <li>Contact information</li> <li>Concise career objective</li> <li>Education (reverse chronological order)</li> <li>Certifications/licensures</li> <li>Work experience (reverse chronological orders)</li> <li>Clinical experience if space allows</li> <li>Volunteer service if space allows</li> </ol>	<p>Résumé is incomplete</p> <p>Does not adequately address 3-4 of the following:</p> <ol style="list-style-type: none"> <li>Contact information</li> <li>Concise career objective</li> <li>Education (reverse chronological order)</li> <li>Certifications/licensures</li> <li>Work experience (reverse chronological orders)</li> <li>Clinical experience if space allows</li> <li>Volunteer service if space allows</li> </ol>	<p>Résumé is mostly complete</p> <p>Résumé does not adequately address 1-2 of the following:</p> <ol style="list-style-type: none"> <li>Contact information</li> <li>Concise career objective</li> <li>Education (reverse chronological order)</li> <li>Certifications/licensures</li> <li>Work experience (reverse chronological orders)</li> <li>Clinical experience if space allows</li> <li>Volunteer service if space allows</li> </ol>	<p>Résumé is complete</p> <p>Résumé thoroughly addresses all of the following:</p> <ol style="list-style-type: none"> <li>Contact information</li> <li>Concise career objective</li> <li>Education (reverse chronological order)</li> <li>Certifications/licensures</li> <li>Work experience (reverse chronological orders)</li> <li>Clinical experience if space allows</li> <li>Volunteer service if space allows</li> </ol>	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>20 Points</b>	<b>25 Points</b>	<b>Points</b>
<p><b><u>Professional References</u></b></p> <p>The candidate includes 3 professional references and includes their name, title, phone number, company, and email address</p> <p>At least 1 reference should be a clinical or nursing-</p>	<p>References are absent</p> <p>Less than 3 references are provided</p> <p>No references can speak to the applicant's clinical abilities</p>	<p>References include family members</p> <p>No references can speak to the applicant's clinical abilities</p> <p>At least 1 reference is missing 1 of the following:</p>	<p>References are mostly complete</p> <p>At least 1 reference can speak to the applicant's clinical abilities</p> <p>At least 1 reference is missing 1 of the following:</p>	<p>References are complete</p> <p>At least 1 reference can speak to the applicant's clinical abilities</p> <p>All references have the following:</p> <ol style="list-style-type: none"> <li>Name</li> </ol>	

related reference (clinical instructor, professor, or supervisor if working in healthcare)		a. Name b. Title c. Phone number d. Company e. Email address	a. Name b. Title c. Phone number d. Company e. Email address	b. Title c. Phone number d. Company e. Email address	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>20 Points</b>	<b>25 Points</b>	<b>Points</b>
<p><b><u>Behavioral Interview Questions</u></b></p> <p>The candidate will be assigned 3 behavioral questions to answer regarding their clinical or healthcare experience. The answers should be well-written, concise, and answer the assigned question completely.</p> <p>a. Each question should be answered with at least 200 words b. Each question should be answered thoroughly c. Each question should be answered with relevant experience</p>	<p>2-3 questions did not meet the 200-word requirement</p> <p>2-3 questions were not answered thoroughly</p> <p>2-3 questions were not answered with relevant clinical or healthcare experience</p>	<p>1-2 questions did not meet the 200-word requirement</p> <p>1-2 questions were not answered thoroughly</p> <p>1-2 questions were not answered with relevant clinical or healthcare experience</p>	<p>1 question did not meet the 200-word requirement</p> <p>1 question was not answered thoroughly</p> <p>1 question was not answered with relevant clinical or healthcare experience</p>	<p>Behavioral questions are complete.</p> <p>All questions met the 200-word requirement</p> <p>All questions were answered thoroughly</p> <p>All questions were answered with relevant clinical or healthcare experience</p>	
<b>Criteria</b>	<b>0 Points</b>		<b>10 Points</b>		<b>Points</b>
<b>N311: Foundations of Professional Nursing</b>	<p>No assignment/document was provided</p> <p>The assignment/document was not appropriate</p> <p>The assignment/document was used more than once</p>		<p>1 or more appropriate assignment/document was provided</p> <p>Assignment/document was not used more than once</p>		
<b>Criteria</b>	<b>0 Points</b>		<b>10 Points</b>		<b>Points</b>
<b>N312: Basic Health</b>	No assignment/document was provided		1 or more appropriate assignment/document was		

<b>Assessment</b>	The assignment/document was not appropriate The assignment/document was used more than once	provided Assignment/document was not used more than once	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>N313: Basic Concepts of Pathophysiology</b>	No assignment/document was provided The assignment/document was not appropriate The assignment/document was used more than once	1 or more appropriate assignment/document was provided Assignment/document was not used more than once	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>N314: Introduction to Professional Practice</b>	No assignment/document was provided The assignment/document was not appropriate The assignment/document was used more than once	1 or more appropriate assignment/document was provided Assignment/document was not used more than once	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>N321: Adult Health I</b>	No assignment/document was provided The assignment/document was not appropriate The assignment/document was used more than once	1 or more appropriate assignment/document was provided Assignment/document was not used more than once	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>N322: Basic Concepts of Pharmacology</b>	No assignment/document was provided The assignment/document was not appropriate The assignment/document was used more than once	1 or more appropriate assignment/document was provided Assignment/document was not used more than once	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>N323: Mental and Behavioral Health</b>	No assignment/document was provided The assignment/document was not appropriate The assignment/document was used more than once	1 or more appropriate assignment/document was provided Assignment/document was not used more than once	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>N324: Older Adult Health</b>	No assignment/document was provided	1 or more appropriate assignment/document was	

	The assignment/document was not appropriate The assignment/document was used more than once	provided Assignment/document was not used more than once	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>N431: Adult Health II</b>	No assignment/document was provided The assignment/document was not appropriate The assignment/document was used more than once	1 or more appropriate assignment/document was provided Assignment/document was not used more than once	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>N432: Maternal-Newborn Care</b>	No assignment/document was provided The assignment/document was not appropriate The assignment/document was used more than once	1 or more appropriate assignment/document was provided Assignment/document was not used more than once	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>N433: Infant, Child, and Adolescent Health</b>	No assignment/document was provided The assignment/document was not appropriate The assignment/document was used more than once	1 or more appropriate assignment/document was provided Assignment/document was not used more than once	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>N434: Evidence-Based Practice</b>	No assignment/document was provided The assignment/document was not appropriate The assignment/document was used more than once	1 or more appropriate assignment/document was provided Assignment/document was not used more than once	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>N441: Adult Health III</b>	No assignment/document was provided The assignment/document was not appropriate The assignment/document was used more than once	1 or more appropriate assignment/document was provided Assignment/document was not used more than once	
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>N442: Population &amp; Global Health</b>	No assignment/document was provided	1 or more appropriate assignment/document was	

	The assignment/document was not appropriate The assignment/document was used more than once	provided Assignment/document was not used more than once		
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>		<b>Points</b>
<b>N443: Leadership &amp; Management</b>	No assignment/document was provided The assignment/document was not appropriate The assignment/document was used more than once	1 or more appropriate assignment/document was provided Assignment/document was not used more than once		
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>		<b>Points</b>
<b>N444: Concept Synthesis</b>	No assignment/document was provided The assignment/document was not appropriate The assignment/document was used more than once	1 or more appropriate assignment/document was provided Assignment/document was not used more than once		
<b>Criteria</b>	<b>0 Points</b>	<b>10 Points</b>		<b>Points</b>
<b>Service-Learning Journal</b> Completed Service-Learning Journal should be included Each response should be 2-3 sentences in length <b>*Score of zero (0) will be awarded for the entire E-Portfolio if Service-Learning Journal is not included*</b>	Service-Learning Journal not included (*Score of zero (0) for entire E-Portfolio*) 1 or more responses are not 2-3 sentences in length	Service-Learning Journal included Each response is 2-3 sentences in length		
<b>Criteria</b>	<b>0 Points</b>	<b>5 Points</b>	<b>10 Points</b>	<b>Points</b>
<b>Research Day Attendance</b> Proof of attendance at LCN Research Day a. 1 certificate is	No certificate(s) or proof of attendance at LCN Research Day was provided	1 certificate or proof of attendance at LCN Research Day was provided	2 certificates or proof of attendance at LCN Research Day were provided	

<p><b>accepted</b>                  b. 2 certificates are <b>preferred</b>                  c. Each certificate must include the students name and semester in which Research Day was attended</p>					
<p><b>Criteria</b></p>	<p><b>0 Points</b></p>		<p><b>10 Points</b></p>		<p><b>Points</b></p>
<p><b>Supplemental</b></p>	<p>No assignment/document was provided.                  The assignment/document was not appropriate.                  The assignment/document was used more than once.</p>		<p>1 or more appropriate assignment/document was provided                  Assignment/document was not used more than once</p>		
<p><b>Criteria</b></p>	<p><b>0 Points</b></p>		<p><b>10 Points</b></p>		<p><b>Points</b></p>
<p><b><u>E-Portfolio Introduction</u></b></p>	<p>Lacks clarity                  1 or more grammar or spelling errors                  Inadequate and/or not appropriate</p>		<p>Clear, concise introduction                  0 grammar or spelling errors                  Adequate and appropriate</p>		
<p><b>Criteria</b></p>	<p><b>0 Points</b></p>	<p><b>10 Points</b></p>	<p><b>20 Points</b></p>	<p><b>25 Points</b></p>	<p><b>Points</b></p>
<p><b><u>E-Portfolio Presentation</u></b>                  Portfolio is presented professionally                  Portfolio is complete and includes the following components:                  a. Cover Letter                  b. Resume                  c. Professional References                  d. Behavioral Interview Questions                  e. First Semester</p>	<p>Portfolio is not presented professionally                  Portfolio is incomplete and missing 5 or more of the following components:                  a. Cover Letter                  b. Resume                  c. Professional References                  d. Behavioral Interview Questions                  e. First Semester Term Coursework                  f. Second Semester</p>	<p>Portfolio is presented professionally                  Portfolio is missing 3-4 of the following components:                  a. Cover Letter                  b. Resume                  c. Professional References                  d. Behavioral Interview Questions                  e. First Semester Term Coursework                  f. Second Semester</p>	<p>Portfolio is presented professionally                  Portfolio is missing 1-2 of the following components:                  a. Cover Letter                  b. Resume                  c. Professional References                  d. Behavioral Interview Questions                  e. First Semester Term Coursework                  f. Second Semester</p>	<p>Portfolio is presented professionally                  Portfolio is complete and includes the following components:                  a. Cover Letter                  b. Resume                  c. Professional References                  d. Behavioral Interview Questions                  e. First Semester Term Coursework                  f. Second Semester</p>	

<p>Term Coursework f. Second Semester Term Coursework g. Third Semester Term Coursework h. Fourth Semester Term Coursework i. Service-Learning Journal j. Research Day Attendance k. Supplemental</p> <p>Font is easy to read and appropriate size</p>	<p>Term Coursework g. Third Semester Term Coursework h. Fourth Semester Term Coursework i. Service-Learning Journal j. Research Day Attendance k. Supplemental</p> <p>Font is difficult to read and/or is inappropriate in size</p>	<p>Term Coursework g. Third Semester Term Coursework h. Fourth Semester Term Coursework i. Service-Learning Journal j. Research Day Attendance k. Supplemental</p> <p>Font is difficult to read and/or is inappropriate in size</p>	<p>Term Coursework g. Third Semester Term Coursework h. Fourth Semester Term Coursework i. Service-Learning Journal j. Research Day Attendance k. Supplemental</p> <p>Font is easy to read and appropriate size</p>	<p>Term Coursework g. Third Semester Term Coursework h. Fourth Semester Term Coursework i. Service-Learning Journal j. Research Day Attendance k. Supplemental</p> <p>Font is easy to read and appropriate size</p>	
<b>Total Score Part One</b>					___/180
<b>Comments:</b>					
<b>Total Score Part Two</b>					___/325
<b>Comments:</b>					

Approved Date: 12/11/2020  
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