

Outline and Rubric for Career Portfolio

Provide the following information:

1. Formatting of assignment:
 - a. One page per career
 - b. Title of Career at top of page
 - c. Simple border around each page
 - d. Titles at 14 font
 - e. Information at 12 font

2. Careers:
 - a. Choose 5 careers that are in the similar area (example: Nurse, RPN, PSW, Midwife, Nurse Practitioner)
 - b. Research and Describe each career

3. Areas to cover for each career:
 - a. Description / Definition
 - b. Education Required
 - c. Schools in Ontario that offer programs
 - d. Experience Suggested in that area
 - e. Salary Ranges
 - f. Types of places you can work

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
KNOWLEDGE <ul style="list-style-type: none"> • Description, Education, Schools, Experience, Salary, Places to work 	Some information is missing	Most information is provided	All information is adequately provided	All information is well presented
THINKING <ul style="list-style-type: none"> • Vocabulary used 	Words missing that relate to business	Most words used are relevant to business	All words used are appropriate and relevant to business	Used words that are relevant to business and still reader friendly
COMMUNICATION <ul style="list-style-type: none"> • Grammar and Pronunciation • Format (font is legible) • Spacing 	Missing several requirements	Most requirements included	All requirements included	All requirements included and very professionally presented
APPLICATION <ul style="list-style-type: none"> • Careers relate to one another 	Missing one or more careers and little reflection on career's suitability	Most careers are related and some reflection on career's suitability	All careers related and good reflection on career's suitability	All careers provided and good connection between them all