# RCPT 413 Professional Issues Portfolio

Purpose: Highlight accomplishments, skills, and experiences for potential internship and employment supervisors.

Assessment: Your portfolio will be graded based on the following criteria (1 = unacceptable, 10 = exceptional)

I. Explanatory Material 1 2 3 4 5 6 7 8 9 10

This would include material that you have developed to make the portfolio easier to access and understand (e.g., title pages, tables of content, dividers, narratives, and photographs). Grade is based on the presence and quality of these materials.

Comments:

II. Layout and Professionalism 1 2 3 4 5 6 7 8 9 10

The layout is aesthetically pleasing with consistent fonts, colors, and graphics. There is a logical flow of material that is clearly identified. The portfolio has a professional appearance (e.g., neat, free of errors, and high quality).

Comments:

III. Academic Content 1 2 3 4 5 6 7 8 9 10

The portfolio should contain sufficient content to demonstrate your academic achievements and progress. Examples include: program plans, workshop flyers, peer evaluations, press releases, grants, presentations, research projects, risk management plans, facility designs, writing samples, etc.

Comments:

IV. Extracurricular Content 1 2 3 4 5 6 7 8 9 10

This is your opportunity to distinguish yourself from other students in the program. Highlight experiences, accomplishments, and professional development that occurred outside of the classroom. Examples include: honors and awards, certifications, professional memberships, conferences, references, letters of commendation, newspaper articles, work/volunteer experiences, publications, personal interests, travel, etc.

Comments: