

Rubric for Final Exam Portfolio – Reservoir G/T Research Courses
(include this copy of the rubric as the first page of your portfolio)

REQUIRED DIVISIONS OF FINAL PORTFOLIO

MENTOR

- cover page (**in plastic cover—no divider needed**)
- objectives with journal entries
- preliminary research plan parts I and II
- annotated sources
- abstract
- synthesis paper (including outline)
- conference proposal
- speeches/oral presentations
- correspondence (includes letters sent or received, emails, interviews)
- evidence of final project (including timeline of product development, sample product), photographs taken at mentor site
- mentor quarterly evaluations

INDEPENDENT RESEARCH

- cover page (**in plastic cover—no divider needed**)
- objective and journal entries
- preliminary research plan parts I and II
- annotated sources
- abstract
- synthesis paper (including outline)
- conference proposal
- speeches/oral presentations
- correspondence (includes letters sent or received, emails, interviews)
- evidence of final project (including timeline of product development, sample product)
- evaluations (includes all speech evaluations, portfolio grade sheets, time sheets, mentor grade sheets)

METACOGNITIVE PARAGRAPHS

What do people want from you? How can you use this portfolio to demonstrate you have these characteristics?

Efficient time management

Resourcefulness

Flexibility

Ability to learn from experience

Ability to apply knowledge, skills, and strategies to solve problems

Ability to set goals and meet them

Creativity

Critical (evaluative) thinking

Good communication skills in writing and speaking

Systematic (orderly and effective) work habits

The ability to locate and manage information

Mastery of up-to-date technologies

An understanding of the impact of technology on society

Ability to work effectively in a team

Ability to work effectively alone

Self-critical skills that lead to improved productivity and quality of work

Moral integrity

Artistic talent

Charm

Here are a few sentence stems to get you started on your metacognitive paragraphs.

By doing this assignment I...

Even though I found doing this assignment tedious, upon reflection I discover that...

This assignment taught me more than any other one I did this year...

I think having spent as much time as I did on this assignment paid off because...

I'm hoping when I get to college that my experience doing ...will be useful because...

Before I took this course I had neverNow I see the multiple ways this skill will be helpful...

If I were teaching this course, I would have changed this assignment and asked students to do ... instead. I'd make this change because...

I thought I was really good at doing ... before I began this course. However, ...

When I first attempted to.... I found it hard to imagine.... Now, however....

I am really proud of my growth at ...

Although I don't think I've achieved mastery in ... this assignment shows the growth I made this year...

GRADING RUBRIC

(assignments should be final drafts/versions; written comments are "ok" if the version included is the final, and in may cases, signed copy)

_____ Cover Page which includes your project title, your name, the name of the course, the name of your advisor/mentor, and a table of contents (2)

Divider 1: Objectives with Journal Entries

_____ A personal introduction naming who you are, why you took this course, and why you chose your topic (3)

_____ Consolidated, organized objectives and journals (5)

Divider 2: Research Proposal

_____ Metacognitive paragraph about Research Proposal (5)

_____ Signed Research Proposal with Rubric (**revised** to reflect what has **actually** been accomplished) (5)

Divider 3: Annotated Sources

_____ Metacognitive paragraph about Annotated Source List (5)

_____ Annotated Source List and Rubric (**edited**, in **correct bibliographic form**) (5)

Divider 4: Abstract

_____ Metacognitive paragraph about Product Abstract (5)

_____ Signed Product Abstract and Rubric (**edited, revised** to reflect what has **actually** been accomplished, and **signed** by advisor/mentor and Dr. Kiehl) (5)

Divider 5: Synthesis Paper (including Outline)

____ Metacognitive paragraph about a research paper outline and Research Paper (5)

____ Research Paper Outline with Rubric (5)

____ Research Paper, **final revised version**, signed by your mentor/advisor with Rubric (5)

Divider 6: Conference Proposal

____ Student Learning Conference Proposal and Bibliography (5)

Divider 7: Speeches/Oral Presentations

____ Metacognitive paragraph about Oral Presentation(s) (5)

____ PowerPoint slides and **evaluations** of Oral Presentation(s) (5)

Divider 8: Correspondence

____ Metacognitive paragraph about correspondence association (5)

____ Letter to a professional association, emails, interview (5)

Divider 9: Evidence of final project and product (including timeline of product development, sample product)

____ Metacognitive paragraph about Final Project (5)

____ Photo of the display board or a sketch to show the plan (5)

____ Final Product and Evaluations (Discuss with Dr. Kiehl how you will document your final product if it is not a print document.) (5)

____ Timeline of Product Development (2)

Divider 10: Evaluations

____ Evaluations including portfolio, mentor, etc. (3)

____ x2 = ____/200 points

Comments: