

PORTFOLIO CHECKLIST NAME _____

SEMESTER SPR FALL (CIRCLE ONE)

CADD 1 - _____

DATE _____

Portfolio Specifications: (Fill in your name, class, and date, and include this sheet as the 2nd page of your portfolio when turning it in).

The purpose of the portfolio is to present your work in an attractive, professional-looking format that will enhance your prospects during a job interview.

WORK TO INCLUDE:

- Include a minimum of **10 drawings** of your best work of the semester.
- Include a minimum of **5 drawings** selected by you from the Bonus drawings.
- Assignments that were not perfectly completed should be revised and corrected.
- All assignments must be finished and include title.
- **Include this sheet after the title page!**

TITLE PAGE: Create a title page. You may use borders, hatching, etc. but keep it legible. Minimum text height is 3/8 inch. You may use color to enhance your title page. Include on the Title Page: **Your name, the school name, the course name & section number, the semester and year.**

BINDING: Portfolios must be bound with soft-cover. Arrange pages so that A-size sheets are read from the right side (bound along the top) and B-size sheets are read from the bottom (bound along the left edge and z-folded to fit in the binder).

- **Acceptable bindings:** Soft cover binder or soft cover binder with comb binding. Do not use plastic sheet covers
- **Unacceptable bindings:** loose pages, stapled, pocket or 3 ring binders. These types of bindings will be returned un-graded.

ORGANIZATION: Drawings are to be arranged in order of difficulty from most difficult (in front of portfolio) to least difficult (placed in the back of your portfolio).

-----Do not write below this line-----

SPECIFICATION/TASK/SKILL	POINTS POSSIBLE	POINTS EARNED	COMMENTS
Title Page with name/class/details	15		
Number of drawings \geq 15	60		
Organized in order of difficulty	15		
Drawings corrected/edited to your advantage	15		
All drawings have been dimensioned	20		
Total Possible Points	125		
Points deducted during Final Critique			
TOTAL POINTS			

PORTFOLIO GRADING RUBIC TABLE:

DESCRIPTION	POINTS DEDUCTED	COMMENT
Less than 25 drawings	RATIO * 100	Drawings created by instructor and title blocks are not eligible for portfolios
Using the wrong scale factor	-5	
Using the wrong size text or Dims	-4	
Using mixed fonts / text styles	-3	
Drawings w/out dims shown	-3	
Using the wrong font	-1	
Using the wrong LTSCALE factor	-1	
Using the wrong Layers	-1	