

**CAREER/POST-SECONDARY EDUCATION PREP PORTFOLIO PROJECT
-SCORECARD-**

*All Materials **Must** be in the File & in the following order to be Counted!!!
Scorecard must stay in your file to use for grading throughout the project!*

Name: _____

7-10 points	3-6 points	2-0 points	Totals
A. Missouri Connections (MO Conn) Interest Inventory is complete & printout is placed in binder/folder	MO Conn Interest Inventory is completed late and placed in binder/folder after the due date	MO Conn Interest Inventory is incomplete or printout was not included in the binder/folder	___/10
B. MO Conn Basic Skills Inventory is complete and printout placed in binder/folder before or by the due date	MO Conn Basic Skills Inventory is completed and placed in the binder/folder after the due date	MO Conn Basic Skills Inventory was not completed and included in the binder/folder	___/10
C. MO Conn Reality Check is complete and printout placed in the binder/folder before or by the due date	MO Conn Reality Check is complete and printout placed in the binder/folder after the due date	MO Conn Reality Check was not completed and included in the binder/folder	___/10
D. Printed list of career areas from inventory and survey results is included and cross referenced with the MO “Hot Jobs” list <i>is included in the binder/folder by the due date</i>	Printed list of career areas from inventory and survey results is included and cross referenced with the MO “Hot Jobs” list is after the due date	Printed list of career areas from inventory and survey results is included and cross referenced with the MO “Hot Jobs” list is not included (or is incomplete) in the binder/folder after the due date	___/10
E. A realistic list of five schools (websites and addresses of schools included)that have the training as a program/major in your career interest area that you could consider attending is included	A realistic list of five schools (websites and addresses of schools included)that have the training as a program/major in your career interest area that you could consider attending included after the due date	A realistic list of five schools (websites and addresses of schools included)that have the training as a program/major in your career interest area that you could consider attending is not included	___/10

F. Student profile that contains all relevant information, is neatly typed with no spelling errors is included	Student profile that contains all relevant information, is neatly typed but with 1-2 spelling errors is included	Student profile that is missing relevant information, is not typed or has multiple spelling errors is included	___/10
G. Two current letters of recommendation from teacher/counselor/employers addressing your skills and character are included	A list of 2-4 people with their titles and relationship to you that you could ask for a recommendation is included	Only one reference identified or no list included	___/10
H. Four year plan or graduation audit form updated and complete along with a current transcript is included	Four year plan or graduation audit form partially updated and incomplete along with a current transcript is included	Four year plan or audit form not updated, incomplete, without transcript and not included	___/10
I. Relevant scholarship form is completed including all requested attachments and neatly typed is included	Scholarship form is completed including all requested attachments and is handwritten is included	Scholarship form is incomplete or not in folder	___/10
J. Job application or post-secondary school or training application is completed in full, well written and typed is included	Job application or post-secondary school or training application is completed and handwritten is included	Application is incomplete, messy or not included	___/10
K. A listing of career/post-secondary educational, training websites, career resources, financial aid info & handouts is included. The listing is neatly organized.	A listing of career/post-secondary educational, training websites, career resources, financial aid info & handouts is included.	The resource listing is not included	___/10
L. At least three college visit forms are completed and the applications for each institution is included	One or two college visit forms are completed and the applications are included	College visit forms/applications are not included	___/10

___/120 points possible

+ Bonus Points _____(Total)

Comments:

Due Dates:

Date Due

Date Received

A. Interest Inventory	__/__/__	__/__/__
B. Basic Skills	__/__/__	__/__/__
C. Reality Check	__/__/__	__/__/__
D. MO Hot Jobs	__/__/__	__/__/__
E. Five Schools	__/__/__	__/__/__
F. Profile	__/__/__	__/__/__
G. Letters of Recommendation	__/__/__	__/__/__
H. Four Year Plan/Transcript/Audit Form	__/__/__	__/__/__
I. Scholarship App. & Scholarship Listing	__/__/__	__/__/__
J. Job/College Application	__/__/__	__/__/__
K. Your College List	__/__/__	__/__/__
L. College Visit Forms	__/__/__	__/__/__

***Bonus:**

Testing Results, Grade cards	__/__/__	__/__/__
Additional Family Campus/College Visits, calendar placed in the front of your binder, with relevant dates & deadlines included and clearly/neatly marked (Exact points allocated to be determined by instructors)		

Proof of Attendance:

College Fair at NWMSU	__/__/__	__/__/__
On-Site College Representative Presentation (Who & Where they are from)	__/__/__	__/__/__