

**CAREER PORTFOLIO PER CREDIT REQUIREMENTS - LEVEL I**

<u>STUDENT:</u>	<u>SEMESTER:</u>	<u># OF CREDITS:</u>	<u>MAJOR:</u>	<u>CONTENTS</u>	<u>GRADING</u>
<b>REQUIRED CONTENTS</b>	<b>1 CREDIT</b>	<b>2 CREDITS</b>	<b>3 CREDITS</b>	<b>INCLUDED</b>	<b>QUALITY</b>
Title Page	X	X	X		
Table of Contents	X	X	X		
Personal Statement	X + 1 question from Appendix	X + 2 questions from Appendix	X + 3 questions from Appendix		
Resume	X	X	X		
Transcript	0	X	X		
Assessment (Forms 11 & 12)	0	X	X		
Form 3--Co-op Job Description & Learning Objectives	X	X	X		
Form 5--Co-op Employer's Evaluation	X	X	X		
Form 6—Co-op Student's Self-Evaluation	X	X	X		
Work Samples	X at least 1	X at least 1	X at least 2		
Your Choice(s)	0	X at least 1	X at least 1		

**COMMENTS FROM REVIEWER(S):**

**Key:**

**N = not included or not required.**

**1 = does not meet the minimum requirement.**

**2 = significant revision is recommended.**

**3 = meets minimum requirement.**

**4 = exceeds minimum requirement.**

**Comments = How to improve and enhance your portfolio so that its marketing value increases through the years. We strongly encourage you to review the constructive comments for future reference and to make the revisions and corrections that are suggested.**

**Requirements for CR/NC Grading Option Final Report, Po`okela, or other special programs will be provided separately.**