

PORTFOLIO GRADING RUBRIC

	4	3	2	1
Content	The plan exceptionally communicates the intent or ideas clearly. The content takes into consideration the philosophy of librarianship, patrons' rights, and the concept of freedom of information.	The plan successfully communicates the intent or ideas clearly. The content takes into consideration the philosophy of librarianship, patrons' rights, and the concept of freedom of information.	The plan somewhat communicates the intent or ideas clearly. The content somewhat takes into consideration the philosophy of librarianship, patrons' rights, and the concept of freedom of information.	The plan does not successfully communicate the intent or ideas clearly. The content does not take into consideration the philosophy of librarianship, patrons' rights, and the concept of freedom of information.
Organization	The plan is exceptionally organized, such that any reader can clearly understand and execute the plan with great success. The plan contains a simple table of contents, pagination, headings, and subheadings that appropriately follow.	The plan is organized, such that any reader can clearly understand and execute the plan without complication. The plan contains a simple table of contents, pagination, headings, and subheadings that appropriately follow.	The plan is somewhat organized, but lacks clear structure.	The plan is poorly organized, lacks clear structure, and is difficult to discern headings from sub-headings.
Sentence Structure	Grammar and mechanics are clean, concise. Vocabulary is precise, and jargon is omitted.	Grammar and mechanics follow accepted rules of writing.	Grammar and mechanics follow accepted rules of writing, with some error.	Grammar and mechanics are not structured well, creating difficulty in following for the reader.
Overall Performance	Plan follows an established template, covers subject matter with efficient and exceptional writing skill, and can be considered ready to be applied to a working library today.	Plan follows an established template, covers subject matter, and is well-written. With some modification, could be used by a working library.	Plan follows an established template, covers subject matter, and is generally well-written. Plan needs considerable revision in order to be used by a working library.	Plan does not follow an established template, lacks content and writing mechanics. Plan needs extensive revision in order to be used by a working library.