



KPU Tutor Training Portfolio Rubric

Skill	Not observed	Approaching expectations	Meets expectations	Exceeds expectations
Portfolio content		Include some relevant artifacts that demonstrate knowledge of tutoring concepts and that demonstrate tutoring skills and abilities. Describes some artifacts and indicates relevance to the Portfolio.	Includes a range of artifacts that demonstrate tutoring knowledge and tutoring skills. Artifacts demonstrate ongoing skill growth and development. Artifacts are relevant to the Portfolio themes. Each artifact is clearly explained, and its relevance to the portfolio is clear.	Includes a wide variety of artifacts in different media formats. Artifacts demonstrate a range of tutoring concepts and skills, and highlight development of skills over each of the three tutoring levels. Chosen artifacts are relevant to portfolio themes. All artifacts include clear, concise explanations of their significance and relevance to the Portfolio.
Evidence of critical thinking and reflection		Content is primarily reporting on experience, with limited discussion of values, beliefs, and the learning process.	Portfolio includes interpretation and insight into the tutoring experience. Values, beliefs, and insights into the learning process are included throughout.	Portfolio includes in-depth interpretation and insight into the tutoring experience. Philosophy statement demonstrates insight into personal values and beliefs, and connects these to examples of practice. Portfolio shows evidence that the tutor links their tutoring experience and growth to their ongoing professional development and practice in their chosen field.
<i>Reflection</i>				
<i>Philosophy</i>		Philosophy statement is present, but not linked to evidence in the portfolio	Philosophy statement demonstrates insight into personal values and beliefs, and connects these to examples of practice.	Philosophy statement is exceptionally written and very insightful. Philosophy demonstrates insight into personal values and beliefs, and connects these to examples of practice.
<i>Journals</i>		Some journals are included, but may not demonstrate ongoing growth and development.	Journal entries demonstrate consistent self-analysis, connecting theory and practice. Journal entries selected demonstrate a pattern of growth and development.	Journals demonstrate consistent self-analysis, connecting theory and practice. Journal entries selected are well-chosen and tell a clear story, demonstrating a pattern of growth and development.
Organization and Design		Portfolio includes basic pages with some evidence of an organizational structure. Portfolio may be lacking one or more of the following: navigation/table of contents, effective headings/labels, or visual elements.	Portfolio organization is clear, coherent, and relevant to the overall themes. Pages are clearly titled, and the portfolio includes a navigational structure of table of contents. Headings and labels support the organization. Design and graphic elements support overall presentation.	Portfolio organization is exceptionally clear, coherent, and relevant to overall themes. Titles, headings, and fonts are effectively used throughout. The navigational structure or table of contents enhance the reader's experience. Design and graphic elements are exceptional, and support the overall presentation.