

## University of Maine Cooperative Extension 4-H Portfolio Rubrics

Indicators	Emerging	Developing	Proficient	Distinguished
<b>Presentation and Preliminary Information</b>	<p><i>Portfolio meets one of the following:</i></p> <ul style="list-style-type: none"> <li>Member followed some directions and resume, story and cover sheet are partially complete.</li> <li>Portfolio is legible.</li> </ul>	<p><i>Portfolio meets one of the following:</i></p> <ul style="list-style-type: none"> <li>Member followed all directions and resume, story and cover sheet are partially complete.</li> <li>Portfolio is legible.</li> </ul>	<ul style="list-style-type: none"> <li>Member followed all directions and portfolio is complete in all sections.</li> <li>Portfolio is legible and presentation quality.</li> </ul>	<ul style="list-style-type: none"> <li>Member followed all directions and portfolio is complete</li> <li>Portfolio is typed/formatted and presentation quality.</li> </ul>

### Resume - Club & County Level

Indicators	Emerging	Developing	Proficient	Distinguished
<b>Personal Development Statement</b>	<ul style="list-style-type: none"> <li>Limited personal development statement.</li> <li>Includes information about future plans.</li> </ul>	<ul style="list-style-type: none"> <li>Limited personal development statement.</li> <li>Includes limited goals and aspirations.</li> </ul>	<ul style="list-style-type: none"> <li>Clear personal development statement.</li> <li>Includes information about goals and aspirations for the 4-H member.</li> </ul>	<ul style="list-style-type: none"> <li>Clear personal development statement.</li> <li>Includes a strong statement of human aspirations and goals.</li> </ul>
<b>Education and Professional Development</b>	<ul style="list-style-type: none"> <li>Includes limited school information.</li> </ul>	<ul style="list-style-type: none"> <li>Either name of school or highest grade is listed.</li> </ul>	<ul style="list-style-type: none"> <li>Both school name and highest grade is</li> </ul>	<ul style="list-style-type: none"> <li>Both school name and highest grade is</li> </ul>

	Some critical information (date, location, full name of school) is missing.	<ul style="list-style-type: none"> <li>Missing additional course work.</li> </ul>	<p>listed and correct.</p> <ul style="list-style-type: none"> <li>Some additional course work is listed.</li> </ul>	<p>listed and correct.</p> <ul style="list-style-type: none"> <li>Additional course work, school and locations are listed correctly.</li> </ul>
<b>Leadership Skills</b>	<ul style="list-style-type: none"> <li>Includes incomplete listing of leadership opportunities. Missing two or more Position Title, Group or Program, Month/Year Started – Month/Year Completed</li> <li>Missing description</li> </ul>	<ul style="list-style-type: none"> <li>Includes incomplete listing of leadership opportunities. Missing one of the following: Position Title, Group or Program, Month/Year Started – Month/Year Completed</li> <li>Describes what they learned or skills they gained.</li> </ul>	<ul style="list-style-type: none"> <li>Includes complete listing of at least one leadership opportunity.</li> <li>Describes what they learned or skills they gained.</li> </ul>	<ul style="list-style-type: none"> <li>Includes complete listing of more than one leadership opportunity.</li> <li>Describes in detail what they learned or skills they gained.</li> </ul>
<b>Citizenship Skills</b>	<ul style="list-style-type: none"> <li>Includes incomplete listing of</li> </ul>	<ul style="list-style-type: none"> <li>Includes incomplete listing of</li> </ul>	<ul style="list-style-type: none"> <li>Includes complete listing of at least one</li> </ul>	<ul style="list-style-type: none"> <li>Includes complete listing of more than</li> </ul>

	<p>citizenship opportunities. Missing two or more Position Title, Group or Program, Month/Year Started – Month/Year Completed</p> <ul style="list-style-type: none"> <li>● Missing description</li> </ul>	<p>citizenship opportunities. Missing one of the following: Position Title, Group or Program, Month/Year Started – Month/Year Completed</p> <ul style="list-style-type: none"> <li>● Describes what they learned or skills they gained.</li> </ul>	<p>citizenship opportunity.</p> <ul style="list-style-type: none"> <li>● Describes what they learned or skills they gained.</li> </ul>	<p>one citizenship opportunity.</p> <ul style="list-style-type: none"> <li>● Describes in detail what they learned or skills they gained.</li> </ul>
<b>Other Skills</b>	<ul style="list-style-type: none"> <li>● Incomplete listing of one skill.</li> </ul>	<ul style="list-style-type: none"> <li>● Lists one skill.</li> <li>● Incomplete description of what they learned.</li> </ul>	<ul style="list-style-type: none"> <li>● Includes complete listing of at least one skill</li> <li>● Describes what they learned or skills they gained.</li> </ul>	<ul style="list-style-type: none"> <li>● Includes complete listing of more than one skill.</li> <li>● Describes in detail what they learned or skills they gained.</li> </ul>
<b>Certificates &amp; Honors</b>	<ul style="list-style-type: none"> <li>● Does not list any certificates or honors.</li> </ul>	<ul style="list-style-type: none"> <li>● Incomplete listing of awards or honors.</li> </ul>	<ul style="list-style-type: none"> <li>● Includes complete listing of one award or honor.</li> <li>● Includes who issued these</li> </ul>	<ul style="list-style-type: none"> <li>● Includes complete listing of multiple awards and honors.</li> <li>● Includes who</li> </ul>

			honors and when.	issued these honors and when.
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**4-H Portfolio Story Rubric - Club & County Level**

Indicators	Emerging	Developing	Proficient	Distinguished
<b>About You (Health)</b>	<ul style="list-style-type: none"> <li>Member identifies spark or passion without any further information.</li> </ul>	Member completes one of the following: <ul style="list-style-type: none"> <li>Member identifies a spark or passion.</li> <li>Member describes plans for the future.</li> </ul>	<ul style="list-style-type: none"> <li>Member identifies a spark or passion in detail.</li> <li>Member describes plans for the future.</li> </ul>	<ul style="list-style-type: none"> <li>Member identifies spark or passion and connects it to their 4-H experiences.</li> <li>Member describes in detail plan for the future.</li> </ul>
<b>4-H Projects and Activities (Head)</b>	<ul style="list-style-type: none"> <li>Member answers at least one of the prompts.</li> <li>Answers are incomplete.</li> </ul>	<ul style="list-style-type: none"> <li>Member answers three of the prompt questions.</li> <li>Member provides little detail in the answers.</li> </ul>	<ul style="list-style-type: none"> <li>Member answers all the prompt questions.</li> <li>Member provides complete answers.</li> </ul>	<ul style="list-style-type: none"> <li>Member answers all the prompts thoroughly and with great detail.</li> <li>Member connects prompts to their 4-H experience.</li> </ul>
<b>Leadership and Citizenship (Hands)</b>	<ul style="list-style-type: none"> <li>Member answers at least</li> </ul>	<ul style="list-style-type: none"> <li>Member answers two of</li> </ul>	<ul style="list-style-type: none"> <li>Member answers all the</li> </ul>	<ul style="list-style-type: none"> <li>Member answers all the</li> </ul>

	<p>one of the prompts.</p> <ul style="list-style-type: none"> <li>● Answers are incomplete.</li> </ul>	<p>the prompt questions.</p> <ul style="list-style-type: none"> <li>● Member provides little detail in the answers.</li> </ul>	<p>prompt questions.</p> <ul style="list-style-type: none"> <li>● Member provides complete answers.</li> </ul>	<p>prompts thoroughly and with great detail.</p> <ul style="list-style-type: none"> <li>● Member connects prompts to their 4-H experience.</li> </ul>
<p><b>4-H's Impact on You (Heart)</b></p>	<ul style="list-style-type: none"> <li>● Member answers at least one of the prompts.</li> <li>● Answers are incomplete.</li> </ul>	<ul style="list-style-type: none"> <li>● Member answers three of the prompt questions.</li> <li>● Member provides little detail in the answers.</li> </ul>	<ul style="list-style-type: none"> <li>● Member answers all the prompt questions.</li> <li>● Member provides complete answers.</li> </ul>	<ul style="list-style-type: none"> <li>● Member answers all the prompts thoroughly and with great detail.</li> <li>● Member connects prompts to their 4-H experience.</li> </ul>