

Professional Portfolio Criteria Sheet for Presentation Graphics/Desktop Pub.

Student Name: _____

General Items	Points Possible	Points Earned
Cover Sheet - designed using the principles of design; exhibits a professional tone	10	
Section Dividers - designed to coordinate with cover sheet	10	
Resume - error free; design layout of your own; do NOT use a template!	20	
Reference List - design layout coordinates with resume	10	
Skills Items		
Publisher Documents (at least 10 samples)	20	
PhotoShop Documents (at least 10); show "before & after" photo-editing skills	20	
Additional Work Samples - above & beyond the minimum requirements	20	
Other Items that enhance your employability	10	
Professional Standards		
Organization of Material	10	
Submitted by Due Date	5	
Error-free Documents	10	
Use of Color and Design Elements	10	
Overall Appearance	10	
TOTALS	165	

Final Portfolio Grade