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Checklist for Portfolio Rubric

Enter your responses directly into the table.

		Check
Message Statement	<p>Include the overall message that you wish your viewer to take away after reviewing your portfolio.</p> <p>This is often what I am told in client meetings: We would like to view your writing samples as it pertains to this contract. At the same time, we would also like to see other documentation so we can see what you have done for past clients, but also what you completed during your degrees. This shows us that you know how to write and document, not just develop training for (insert industry here). If you can submit the document to us in Acrobat Reader, we can review and determine if any of the documents should be printed.</p> <p>Note: The “Insert Industry Here” part recently has been Manufacturing IT Software Systems training.</p> <p>Also, none of the clients that I meet with ask for print-based portfolios anymore. They all ask for electronic documents, especially since I am meeting with clients physically located in other areas of the country.</p>	
Audience	<p>Indicate the audience for your problem.</p> <p>The audience to receive my training would be Manufacturing companies.</p>	
Technology	<p>List the technologies used in the production of the portfolio.</p> <p>Word PowerPoint Acrobat</p>	
Summary	<p>Summarize how your artifacts and layout contribute to the message. <i>A paragraph should suffice. This will help the instructor to understand the rationale for what was included and how you arranged them into your layout.</i></p> <p>These artifacts present examples of the training that I have built, but also other documents written during my various degrees. They have</p>	

	<p>been compiled into a Clickable Adobe Acrobat Reader file to allow for multiple uses:</p> <ol style="list-style-type: none">1. Being used in an all-electronic format only.2. Allow for printing based on specific documents that require printing.3. Searchable based on specific requirements of the receiver.	
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