	Excellent (5)	Very Good (4)	Adequate (3)	Poor (2)	Very Poor (1)
Completeness (Goal: at least 8 documents)	Contains not only 8 but significant examples in length and seriousness	Contains at least 8 documents but of less substantial length and seriousness	Contains at least 8 documents but of insubstantial length and seriousness	Contains 7 out of 8 documents, some of insubstantial length and seriousness	Contains 6 or fewer documents, some of insubstantial length and seriousness
Comprehensiveness (Covers 4 areas of the QEP- Information Technology, Writing, Research, Critical Thinking)	Portrays mastery of the four areas of the QEP, integrating the types into the representative discipline	Portrays sufficient, but not excellent, coverage of the 4 areas of the QEP	Includes something from each area, but may marginally cover the 4 areas of the QEP	Lacks documents addressing one of the 4 areas of the QEP	Lacks documents addressing 2 of the 4areas of the QEP
Progression (shows growth, lower division courses through upper division courses)	Includes examples from various years, clearly demonstrating increased understanding of literary analysis and writing	Includes examples from various years, but doesn't show clear progression in critical thinking and analysis.	Includes examples from various years, but the literary analysis lacks depth and the writing lacks substance and critical thinking	Includes examples from too few years or courses to demonstrate growth over time	Includes only documents from the same academic year
Reflective (shows thought in the choice of documents and a clear rationale)	Chooses documents that show professional accomplishment and understanding	Demonstrates some reflective capabilities, but lacks clarity and completeness of an excellent portfolio.	Demonstrates inadequate reflection, insufficient clarity or completeness	Demonstrates little reflection, lacks clarity or completeness	Items chosen at random or without thought--the scrapbook effect
Organization	Excellent organization. If digital, the menu bar makes navigation easy, with each QEP category labeled. If hard copy, tabs are labeled.	Good organization, but less clearly demonstrates all the aspects of the QEP categories.	Adequate organization, but there may be ambiguities regarding which areas of the QEP are represented.	Poor organization. The documents lack clear labels.	Unacceptable. Lack of organization leads the reader to be confused as to what area of the QEP a document represents.