

**Grading Grid for Written Portfolio Assignments**

Type of Assessment (Circle One):  
 Instructor      Peer      Self

CATEGORY	Not Satisfactory	POOR	FAIR/AVERAGE	GOOD	EXCELLENT	POINTS	COMMENTS
Overall Content and Organization. Meeting requirements of the assignment.	Student appears unprepared; little or no content; no attempt is made. 0	Content is generally not relevant to topic; very little substance; little organization. 1*14	Overall content is minimal in regards to topic; little substance; weak organization. 15-22	Content generally relevant to topic; more than adequate substance and organization; lack of some minor details. 23-26	Content highly relevant to topic, highly substantive; knowledgeable and well-organized. 27-30		
Introduction and Thesis Statement	Unfocused discussion No thesis or No attempt was made. 0	Introduction is very confusing and difficult to comprehend. Confusing thesis 1*9	Introduction and/or thesis is comprehensible but not well focused and not clearly articulated. 10*14	Introduction and/or thesis clearly stated and well articulated, but has some weak areas. 15-17	Introduction and/or thesis very clear, articulate, well-focused, and well-organized. 18-20		
Support Information, Documentation or Illustration	No attempt was made. 0	Little or no relevant supporting info is provided. Poor use of in-text citing. Poor reference listing 1*4	Minimal supporting information is provided. Some errors in citing and reference listing. 5*7	Overall, good supporting information is provided, with only very minor errors in the use of in-text citing and reference listing. 8*9	Very complete, well-organized and convincing supporting information. Use of in-text citing and reference listing correct. 10		
Summary or Conclusion	No attempt was made. 0	Conclusion is not stated in a logical, comprehensive manner. 1*7	Conclusion is minimally comprehensible; not well connected to body of paper. 8*11	Conclusion is logical and well connected to paper, but has some weak areas. 12*14	Logical, well-stated and highly convincing conclusions. 15*		
Rhetoric: Word Usage and Style	Very poor word usage; no attempt was made to proofread and edit. Looks like a first draft. 0	High frequency of problems in word usage and style makes paper difficult to understand. 1*4	Problems in word usage and style interfere with reader comprehension. 5*7	Word usage and style are generally adequate, with some minor problems. 8*9	Word usage and style are consistently appropriate and articulate. 10		
Mechanics: (grammar, punctuation, spelling, etc.)	Extremely poor usage; no attempt was made to proofread and edit. 0	Frequent problems in mechanics make reading comprehension very difficult. 1*7	Problems in mechanics distract the reader and interfere with reading comprehension. 8*11	Occasional problems in mechanics, but no interference with comprehension. 12*14	No problems in mechanics. 15*		
						<b>TOTAL</b>	

**Note:** In the **Comments** section, please indicate any necessary factors to support your grading decision. This form may be used by an instructor or by a peer in evaluating a particular student. In addition, a student may use this form for self evaluation. Please give any suggestions for improvement.