**PRM Capstone Portfolio** (COAPRT 7.04)

The Capstone Portfolio is submitted at the end of the Capstone Internship (PRM 483/484). The portfolio is meant to showcase the work that the student has completed over the course of the degree. Portfolios are useful tools to demonstrate ability as students apply for jobs.

For the PRM Capstone Portfolio there are 2 required submissions:

1. Students will update their Linked In profile with the requirements below. Complete the assignment module submission to alert their instructor when they are ready for them to review and grade Linked In. \*\*For PRM 370 we are doing this as a separate assignment so continue to the “comprehensive portfolio” information.
2. Students will submit a comprehensive portfolio of their work in a pdf format in Bb\*.

\*\*For PRM 370, please submit using WORD so the instructor can make comments and edits.

\*\*Save document as “last name-capstoneportfolio.docx”.

(example: singleton-capstoneportfolio.docx)

\*\**Between each section, noted with an\*, please place a divider page with the title of what comes next*.

\*\*Please organize items in the order shown below.

a. Title Page (Capstone Portfolio, Parks & Recreation Management, Western Carolina University, your full name, address, phone number, email, date)

b. Table of Contents

c. Professional Resume

d. Outdoor Resume/Activity Log (if applicable)\*

e. Certifications (photos of cards or listing of certifications with date obtained and date expires)\*

f. PRM 361 Project\*

g. PRM 430 Project\*

h. PRM 461 Project or Assignment\*

i. PRM 495 Research Paper\*

j. Tent Peg article (if applicable)\*

k. Honors and Awards\* (include NCUR, Undergraduate Research Symposium, Chancellor’s List, Dean’s List, Scholarships, etc.) \*if applicable

l. Other assignments or projects that represent quality work related to your professional career path.\*

m. Additional materials such as photos, photo of poster presentations, creative pieces, etc.\*

\**If student has not completed one of the courses listed above, there should be a “placeholder” page for that course’s project within the portfolio.*

This “placeholder” page should read as an example: PRM 430 will be completed Fall 2020

**PRM Capstone Portfolio Rubric (PRM 370)**

*Outstanding= all required items, no errors, professional.*

*Average= missing some required items, some errors present, could be more professional.*

*Fair= missing most required items, errors present, not very professional.*

*\*For items that are labeled, “if applicable”, instruction discretion for awarding points.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Outstanding** | **Average** | **Fair** | **Actual Points** | **Comments** |
| 1. Title Page (All info plus full name, address, phone number, email, date) | 5 | 3 | 2 |  |  |
| 2. Table of Contents (with page numbers) | 5 | 3 | 2 |  |  |
| 3. Current professional resume | 20 | 16 | 13 |  |  |
| 4. Current outdoor resume/activity log (if applicable) |  |  |  |  |  |
| 5. Certifications (photos of cards or listing of certifications with date obtained and date of expiration) | 15 | 12 | 9 |  |  |
| 6. PRM 361 Project | 15 | 12 | 9 |  |  |
| 7. PRM 430 Project | 15 | 12 | 9 |  |  |
| 8. PRM 461 Project | 15 | 12 | 9 |  |  |
| 9. PRM 495 Research Paper | 15 | 12 | 9 |  |  |
| 10. Tent Peg article (if applicable) |  |  |  |  |  |
| 11. Honors and Awards (if applicable) |  |  |  |  |  |
| 12. Other assignments and projects that represent quality work related to your professional career path. (if applicable) |  |  |  |  |  |
| 13. Additional materials such as photos, creative pieces, etc. |  |  |  |  |  |
| Overall professionalism.  Well organized.  No errors.  Followed instructions.  Submitted properly. | 10 | 8 | 6 |  |  |
| Word format.  Divider pages with titles between sections. | 10 | 8 | 6 |  |  |
| \**If student has not completed one of the courses listed above, there should be a “placeholder” page for that course’s project within the portfolio.* |  |  |  |  |  |
| **Total Possible Points** | **125** |  |  |  |  |