Portfolios must be reviewed and approved by the department chair or full time faculty before the student can:
• view internships in the on-line job book
• obtain an internship for credit

Communication
The student demonstrates an ability to communicate in writing projects and critical assessment assignments. The student demonstrates an ability to communicate verbally based on an evaluation of his or her presentation to the review team.

Presentation
The quality of the presentation, including the preparation of the work, is thorough and organized.

Professionalism
The student demonstrates an understanding of his or her department as an interrelated strategic component aligned with the broader goals of an organization.

Craft
The student demonstrates an understanding of the mechanical elements of his or her department (use of software, paper traditional craft, digital craft, output devices, binding, prototype fabrication).

**IMPORTANT: Faculty members should only approve portfolios that are polished and ready for submission to professional organizations.**

☐ STUDENT APPROVED