

Portfolio Technical Skills Assessment: Hospitality, Tourism Management: Amity High School for _____					
	1-Beginning Stage	2-Developing	3-Meets	4-Exceeds	Totals
Written Materials: Travel project, personal journal, creative writing, class notes, letter of introduction	Examples show consistent pattern of weakness in using the tools of language, frequent errors in grammar, usage, and mechanics	Examples in this category shows less than adequate command of the tools of language, number and type of errors may interfere with meaning, some grammar errors	Examples in this category shows adequate command of tools of language, number and type of errors not sufficient to interfere with meaning, few grammar and mechanics errors.	Examples in this category show a superior command of the tools of language, sophisticated and consistent command of language, few if any errors in grammar, usage and mechanics.	
Communications: business card, bulletin board design, letters, personal journal, creative writing	Shows lack of attention to context and audience. Relevant, appropriate content is missing or poorly used, serious errors of usage impeded meaning of ideas	Shows minimal attention to context and audience. Some lack of understanding related to purpose of assignment. Uses both relevant and irrelevant content.	Shows consistent understanding of context, audience and purpose, uses appropriate and basically relevant content with general focus and depth of ideas.	Shows a thorough understanding of context, audience and purpose. Uses appropriate, relevant and focused or compelling content with depth and completeness of ideas.	
Evidency of HTM Understanding: Research paper on HTM, philosophy of hospitality, food handler's certification, Daffodil Festival work samples	Demonstrates limited technical skills in the production and presentation of work in structured tasks. Follows practiced routines in structured situations	Demonstrates some skills in the production and presentation of work in structured tasks. Shows some awareness of the need to transfer and apply skills to familiar situations	Demonstrates basic technical and organizational skills in the production and presentation of work across a variety of structured tasks. Transfers and applies skills to familiar situations	Demonstrates sound technical and organizational skills in the production and presentation of work across a variety of tasks. Transfers and applies skills to familiar and unfamiliar situations	
Career Readiness: video/photo with guests, certificates school/community involvement, references, recommendations, Career Expo evaluation, employability profile, job application, resume	Poorly presented, no evidence of knowledge base of career concepts, product is not suitable in employment search	Reasonably neat and presentable, gaps in knowledge base of career concepts, with additional attention to detail, product could become valuable in employment search	Neat and presentable, general knowledge base of career concepts, product would be an acceptable tool in employment search	Polished and well presented, high level understanding of career concepts, product would serve as a strong asset in employment search	
Strengths					
Suggestions					
Rated by:	Date:		Note: To meet each content area, proficiency score of 3 (Meets) or above is required.		
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