

MUSE 376: Instrumental M&M Professional Portfolio Website Format and Grading Criteria

Website Overview

- I. Structure/Content
 - a. Required Pages
 - i. Home
 - 1. Welcome statement and/or intro to site
 - 2. Brief info about you and provide clues about the purpose of the site
 - ii. Bio, About Me, or similar
 - 1. Include professional biography
 - 2. Link to résumé (you may choose to make résumé a separate page)
 - 3. Link to revised philosophy: see course assignments - counts as separate grade
 - iii. Course Assignments
 - 1. This will contain most assignments submitted for this course
 - 2. Files should be able to be downloaded in PDF format and video should be embedded
 - iv. Media
 - 1. Teaching Video(s): see course assignments - one of these counts as separate grade
 - 2. Sound Files/Performance Videos
 - v. Contact Me
 - 1. Stable email contact form
 - 2. Other means of contacting you
- II. Professionalism
 - a. Spelling/Grammar
 - i. All content should be well proofed prior to upload
 - ii. Language should be clear and concise
 - iii. Visitors don't want to see a novel on a webpage
 - b. Image Content
 - i. Images should be appropriate for the purpose of the website
 - ii. Images should be the highest resolution possible and copyright free
 - c. Aesthetic
 - i. The website, from a visual standpoint, should be visually appealing
 - ii. The website, from a visual standpoint, should have a consistent visual concept
 - 1. Color scheme
 - 2. Fonts used (and size) for headings, subheadings, body text
 - 3. Page layout
 - iii. The website, from a visual standpoint, should have a professional appearance
 - 1. When you appear in photos, what are you wearing and what is the situation?
 - 2. Does the website convey professionalism and seriousness about your profession?
 - 3. Does content improve or does it hurt your chances of acquiring gainful employment as a teacher?
 - d. Navigation
 - i. User-friendly?
 - ii. Logical organizational structure

Grading Criteria

1. Your professional portfolio websites will be an ongoing assignment that you will build throughout the class.
2. The following factors will be considered when determining your grade on the website:
 - Does the website contain all of the required pages/content?
 - Does the website live up to the professionalism standards described in the overview?

Grading Rubric:

Grade	Criteria
45-50	The website meets all expectations with regard to the required components and content. The level of professionalism is very strong and adheres entirely to the expectations described in the provided website overview.
40-44.5	The website meets most expectations with regard to the required components and content. The level of professionalism is good and adheres to the expectations described in the provided website overview with a few exceptions.
35-39.5	The website meets some expectations with regard to the required components and content, but some aspects may be missing. The level of professionalism is fair and adheres to some of the expectations described in the provided website overview, but there may be some areas of concern.
30-34.5	The website meets few of the expectations with regard to the required components and content, or aspects, in general, have an very unfinished quality. The level of professionalism is poor and fails to adhere to some or several of the expectations described in the provided website overview. There are several concerns with the website.
0-29.5	The student fails to submit the assignment on time or the website is mostly unfinished or fails to contain most of the required components and content. The level of professionalism is very low and meets almost none of the expectations described in the provided website overview.

Submission Format

- Wix.com or Weebly.com will be used to design and build all student websites
- The website URL is to be submitted no later than **11:59PM ON DECEMBER 3, 2021** by emailing Dr. Dale the link—dcdale@moreheadstate.edu