# Senior Project Portfolio Checklist

* **Portfolio cover (printed in color): include name and April 2014**
* **The Letter to Judges will be the first page of your portfolio**
* **Table of Contents:** see example portfolios
* **Required Documentation**
  + Topic approval sheet
  + Mentor agreement form
  + Senior Project agreement form (parent/student/mentor/coordinator)
  + Cost analysis form (only if you have this…not required!)
  + Letter of intent
  + Mentor Evaluation sheet
  + Mentor Log
  + Senior Project Overview
  + Senior Project Reflection
* **Research Paper**
* typed outline (optional)
* title page
* full research paper (corrected, polished)
* Works Cited page
* **Journals**
  + 17 entries total
  + Clearly separated and labeled by weeks
* **Product**

Include **all** artifacts, photos, and documentation of your product. It is advised to provide written explanations wherever possible so judges can read about the product as well.

**Use your divider tabs to create the following sections, with title pages for each section:**

* Required Documentation
* Research Paper
* Journals
* Product

^the school will print your cover in color (email your cover to Ona), but if you want anything else in color (like photographs/dividers), you’re responsible for that cost and task.

Place each document into the plastic slip covers. Remember to clean out pockets before submission!

**Portfolios receiving an A** will be complete (all required forms/documents), organized in the correct order, and attractively constructed (color cover, all documents in plastic sleeves, professional-looking divider pages and table of contents). The Senior Project Overview and Reflection are thorough, detailed, and indicative of the student’s constructive and thoughtful reflection about Senior Projects.

**Portfolios receiving a B** will be mostly complete, organized in the correct order, and fairly attractive (some documents may not be in cover sheets; divider/table of contents are functional but fall short of ‘professional’). The Senior Project Overview and Reflection meet the requirements of the questions asked, but don’t go into extra detail and/or display less depth in reflection than portfolios receiving an A.

**Portfolios receiving a C** will be missing some documents/forms, organized incorrectly, and/or poorly constructed in some areas (no color on the cover sheet, many items not in plastic, unattractive or nonexistent table of contents/divider sheets). The Senior Project Overview and Reflection answer the questions but may be too brief, missing key details, and/or display little depth of reflection about Senior Projects.

**Portfolios receiving a D** will be missing several documents/forms, organized incorrectly, and poorly constructed throughout the entire portfolio (sloppy/nonexistent/handwritten dividers, pages are dirty and/or torn, portfolio itself is damaged). The Senior Project Overview and Reflection are barely completed and/or missing entirely, and what is completed reflects no significant thought or attention to detail.