

Portfolio Guidelines

OVERALL APPEARANCE

- Cover of notebook – Senior Picture, Name, Title of Project - Typed
- Spine of notebook – Name – Typed
- Typed tabs are mandatory. Make sure they remain in place and extend beyond the plastic sheets.
- Plastic sheets are mandatory and documents need to be separated unless otherwise noted
- Professional – Conventions & Organization & Appropriate Tone

PORTFOLIO ORDER

- Title Page – Name, Title of Project, Product Picture
- Table of Contents (In the correct order - Page numbers NOT required)

DIVIDER #1 – INTRODUCTION

- Abstract *
- Evaluated “Where I Stand” with Rubric
- Professional Resume *
- Typed Letter of Recommendation (cannot be from peers or family members) *
- Evaluated 13th Year Plan with Rubric*
- Optional: Maximum of 3 pages of personal memorabilia

DIVIDER #2 – PRODUCT PLANNING

- Poster Rubric
- Approved Culminating Project Proposal with Signatures
- Project Addendum if applicable

DIVIDER #3 – PRODUCT EVIDENCE

- Evaluated Mentor Agreement
- Evaluated Product Log with Rubric
- Product Log II (with evidence of completion) *

DIVIDER #4 – PAPER

- Redo Research Paper with Rubric (if applicable)
- Final Draft Research Paper with 2 Rubrics
- MLA Format Rubric
- Evaluated Rough Draft Research Paper (can be put in one plastic sleeve)

DIVIDER #5 – EVALUATIONS

- Practice Speech Rubrics
 - Teacher Evaluation
 - Minimum of 3 Student Evaluations
- Mentor Evaluation (Leave a blank plastic sheet – this will be added by Culminating Project Team)

* Please note the items marked with an asterisk (*) have not been turned in to English/CWP