

Portfolio Guidelines

OVERALL APPEARANCE

- Cover of notebook – Picture, Name, Title of Project - Typed
- Spine of notebook – Name and CWP Period – Typed
- Typed tabs are mandatory. Make sure they remain in place.
- Plastic sheets are mandatory
- 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

- Error-Free Abstract
- Evaluated “Where I Stand” With Rubric
- Evaluated Resume
- Letter of Recommendation
- Optional: Maximum of 3 pages of personal memorabilia

DIVIDER #2 – PRODUCT PLANNING

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

DIVIDER #3 – PRODUCT EVIDENCE

- Evaluated Mentor Agreement
- Evaluated Product Progression Log with rubric
- Product Completion Log

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
- Evaluated Outline

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)