

PORTFOLIO CHECKLIST

Z-12

NAME _____

DEADLINES

- | | |
|--|----------------|
| _____ 1. Approved Proposal | Percent lost__ |
| _____ 2. Rough Draft (Written component) | Percent lost__ |
| _____ 3. Project completion | Percent lost__ |

REQUIRED DOCUMENTATION—Organize your binder with these documents in this order.

- _____ 1. Proposal and Agreement
- _____ 2. Itemized final budget
- _____ 3. Rough draft of written component
- _____ 4. CD or Flash drive containing the written component
- _____ 5. Written component
- _____ 6. Resource person approval form (if applicable)
- _____ 7. Resource person meeting records (if applicable)
- _____ 8. Summer extension (if applicable)
- _____ 9. Job Shadow Interview (if applicable)
- _____ 10. Job shadow signed hourly logs (if applicable)

SUPPORTING DOCUMENTATION

- _____ 1. Notes
- _____ 2. Timeline
- _____ 3. Letters/Emails written by student
- _____ 4. Letters/Emails written to student
- _____ 5. Photographs
- _____ 6. PowerPoint
- _____ 7. Posters
- _____ 8. Charts/graphs
- _____ 9. Videotapes
- _____ 10. Documented interviews
- _____ 11. Teacher observation
- _____ 12. Receipts
- _____ 13. Pamphlets/Questionnaires
- _____ 14. Reference Materials, i.e. Books, manuals, etc.
- _____ 15. Print-outs of Internet research
- _____ 16. Tools associated with project
- _____ 17. Monthly Progress Reports
- _____ 18. Surveys
- _____ 19. Rough drafts (not of written component)
- _____ 20. Software
- _____ 21. Other

APPEARANCE

	10	8	6	0	Total
Appearance of the Entire Portfolio	Exceptional quality. Impeccably neat. Precise organization. In order of checklist. Word processed tabs. Table of contents. Page numbers.	Good quality. Very neat. Well organized and arranged. Handwritten tabs. Table of contents.	Average quality. Not very neat. Poorly organized and arranged	Poor quality. Lacking neatness. Appears to have no organization or arrangement.	

COMMENTS:

EVALUATORS _____

Revised 1-6-12