

PROJECT/PORTFOLIO CHECKLIST

Student _____

Academy Instructor _____

Look on the senior page of the school website to find templates and resources for student portfolios and senior project. Portfolio pieces should be typed and placed inside a binder, report cover, or folder with fasteners. The portfolio is due to your Academy teacher along with all research documentation by March 1st / 2nd.

- ___ Cover Page for senior project (March 11, 2016)
- ___ Senior Project Proposal/Description Essay (October 23, 2015)
- ___ Personal Statement (Completed/graded in English class by October 30, 2015)
- ___ Résumé (Completed/graded in Academy class by October 30, 2015)
- ___ Letters of Recommendation (*teacher 1; community member 1*) (due March 11, 2016)
(Give Letter of Recommendation Form to person recommending you 2 weeks prior to needing it)
- ___ Community Service hours (due March 11, 2016)
(print out from mainframe; see Academy Coordinator/Career Specialist)
- ___ Research Documentation (Due March 1st / 2nd)
(report, interview form, journal, job/career shadow results)
- ___ Classroom Presentation Rubric
- ___ Showcase Needs Form – (Due April 7th / 8th)

Students should dress in business attire and act accordingly.

Helpful tips:

1. Speak clearly and slowly, and keep presentation short and to the point.
2. Be prepared to answer questions.
3. Keep eye contact and good posture.
4. Have meaningful questions prepared for judges (see back of Showcase Needs Form).
5. Plan ahead refrain from making other obligations that night (work, sports, etc.)