

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 the end of January.

- ___ Cover Page for senior project
- ___ Senior Project Proposal/Description Essay
- ___ Personal Statement (Completed in English Class)
- ___ Résumé
- ___ Letters of Recommendation (*teacher 1; community member 1*; by end of Semester 1)
(Give Letter of Recommendation Form to person recommending you 2 weeks prior to needing it)
- ___ Research Documentation
(report, interview form, journal, job/career shadow results)

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.)