**THE PORTFOLIO**

**PORTFOLIO REQUIREMENTS**

The portfolio is where you make your project come alive. It is also the portion where you get to display your creativity: How well can you paint a picture in words describing your experiences? How cohesive a story can you build with your pictures? Your research paper is factual writing—your opinion and experiences have no place in it—but in the portfolio you are graded on how well you explain your experiences and share your insights—the things you learned from being there, not just from your reading.

The portfolio is similar to a scrapbook, although there are specific requirements for the elements.

Use the following checklist and instructions to complete your portfolio.

**PORTFOLIO CHECKLIST**

A portfolio is a good way to strengthen learning. It enables you to reflect on new information and to apply that knowledge in new and creative ways. A Senior Project portfolio should include all forms, references, and activities associated with the Project: proposals, research information, logs, journals, etc. Portfolio items should be accurate, clean, neat, in sequence, assembled, labeled, and filed in a three-ring binder (or in some other organizer) for future reference.

This is the first impression the panel will get of you and your project—make sure that you create a positive one. Your notebook must meet the following guidelines and must include all of the sections and components listed below.

##### Required Components in This Order

**Notebook and Paper:** Obtain a white view binder that includes a clear cover slot into which a cover page can be inserted. All pages in your presentation notebook must be 8-1/2” x 11” in size. Use only **Arial** and **Times New Roman** fonts or equivalents.

* + **Notebook Cover:** Create a notebook cover page that includes **1)** your **project title**, **2)** your **name**, **3)** a **centered picture** or graphic that represents your project, **4) school name**, **5)** your senior project **teacher’s name**, and **6)** the **presentation date**. Insert it in your cover clear slot.
	+ **Title Page:** Organize similar to your Cover Page but do not include your graphic.
	+ **Table of Contents Page:** Organize it similar to the checklist below.

**Section 1** divider labeled: **Proposal**

* Your **Faculty Advisor/Administration Agreement** and signatures (if not included on your proposal cover page)
* Your actual **Original Project Topic Approval Form**
* Your **Addendum or Topic Change Form**, if needed
* Your **Senior Project Pledge**
* Your **Parental Permission Form**
* Your **Mentor Proposal Comment Sheet**
* Your **Mentor Agreement Form**

**Section 2** divider labeled: **Project Journal and Learning Log**

* Your complete **Project Journal** in 8-1/2” x 11” 3-hole paper format
* Your **Blogs**

**Section 3** divider labeled: **Research**

* Your **Research Paper**
* Your **Annotated Bibliography**
* All **research documents** gathered regarding your project are included here.

**Section 4** divider labeled: **Evidence of Work**

* **Photos** showing progress and completion of your project
* **Materials collected**
* Other **project documentation** created, such as project notes, conclusions, graphs, charts, etc.

**Section 5** divider labeled: **Personal Information**

* **Personal Resume’**
* **Letters of Recommendation**

**Section 6** divider labeled: **Evaluation**

* **Research paper evaluation**
* **Mentor evaluation form**
* **Project evaluation form**
* **Product self evaluation form**
* **Reflection/self-evaluation**
* Insert other evaluation forms (**portfolio, presentation**) when available.

**Section 7** divider labeled: **Appendix**

* Your **Budget Page** with a list of expenditures and the total cost of your project
* **Thank you letters**
* Other records or learning experiences
* Optional: Rough Drafts, Outlines, etc.