

## The Project Portfolio Instructions 2020-2021 = 400 points possible

Failure to successfully complete the portfolio will result in a failure of the Senior Project credit. A committee will evaluate the portfolio for completeness, neatness, quality of work done, how well the student completed the proposed activities, and how well the student stretched him/herself to new learning.

Step 1 = Create the following 8 Portfolio Section Tabs: 1= Forms, 2= Sr. Research Paper, 3= Self-Reflection, 4-7 create a tab for each selected content activity areas (Hands-On, Math, Science, History, Government, Literature, Writing, Visual/Performing Arts), 8= Thank-you Letters.

Step 2 = Insert a MAIN Work Journal Page and an EXTRA Work Journal Page in each section 4-7. Circle the proper content area for each section, write your name and main topic on each work journal.

Step 3 = As forms are completed and **approved**, place them in the forms section. The following are required: A) Project Proposal Form B) Parent Verification Form C) Presentation Workshop Verification D) Presentation Practice Verification. Note: A and B will be done early in the process. C and D will be done near the presentation day.

Step 4 = Each time you work on an activity, record the time spent on the appropriate work journal and insert verification that the work was done behind the work journal. Some examples of verification are: printed/highlighted/summarized articles, printed photographs, printed documents, graphs, charts, narratives, PowerPoints, booklets, etc.

Step 5 = Attend the progress checks in October, January, and March. These check dates will be arranged through Senior English classes. In October student must have their portfolio binder assembled correctly and have at least 5 hours of work recorded and verified in their work journals. In January students must have at least 10 total hours recorded and verified. In March students must have at least 15 total hours recorded and verified.

Step 6 = After successfully completing the Senior Research Paper, place the final draft and completed grading rubric in the research paper section. Note: Time spent completing the research paper is NOT recorded in any work journal and is not counted toward the required 20 hours.

Step 7 = After the senior self-reflection assignment done in the English 12 class has been completed and graded by the English teacher, insert it in the self-reflection section.

Step 8 = Create a cover page for your binder. The cover page should be clearly labeled "Senior Project Portfolio"; have the current year, your name, and a current photo (colored preferred but not required).

Step 9 = Write a minimum of three thank-you letters (must be more than a simple note – 2 paragraphs minimum) to people who have been helpful to you in your 12 years of schooling or on the senior project. Insert copies of the letters in the Thank-You letter section.

Note: Late portfolios will receive grade deductions – 1 minute late = 15% off, 24 hours late = 30% off ...