

PORTFOLIO GUIDELINES

Your Senior Project Portfolio must include the following:

Cover (computer generated) to include:

- Title—*Senior Project Portfolio*
- Your Senior Project topic
- A computer graphic which illustrates your topic
- Your name
- Your Senior Project Teacher's name
- Due Date—May 1, 2020

Make 2 covers – one to be the first page on the inside of the binder and one to go on the cover of your binder.

Table of Contents (computer generated) to include:

- **Foreword:**
 - a. Letter to the Judges
 - b. Honor Statement
 - c. Letter of Intent
- **Project Proposal**
 - a. Senior Project Topic Selection Form
 - b. Senior Project Acknowledgement Form
 - c. Parental Permission/Liability Release Form
 - d. Original Approved Senior Project Proposal
 - e. Addendum, if needed
- **Mentor Evaluation Forms**
 - a. Mentor Qualification Form
 - b. Specialist Mentor Evaluation Form
 - c. Specialist Mentor Log Sheet
- **Time Log/Journal Entries**
 - a. Completed Time Log with Total Time Figured
 - b. Completed Experience Journal
- **Research Paper**
 - a. Research Paper Outline
 - b. All research documents gathered regarding the Senior Project
 - c. Research Paper Rough Draft
 - d. Final Research Paper



Table of Contents

Foreword

- Letter to the Judges
- Honor Statement
- Letter of Intent

Project Proposal

- Senior Project Topic Selection Form
- Senior Project Acknowledgement Form
- Parental Permission/ Liability Release Form
- Original Approved Senior Project Proposal
- Revised Senior Project Proposal

***Continue creating your table of contents from the list on the left.

- **Other Evidence**
 - a. Photos showing progress and completion of your Senior Project
 - b. Other Senior Project documentation created, such as project notes, conclusions, graphs, charts, etc.
 - c. Budget Page with a list of expenditures and the total cost of your Senior Project
 - d. Required Class Checkpoints
- **Self-Evaluation Forms**
 - a. Research Paper Self Evaluation
 - b. Senior Experience Self Evaluation
 - c. Senior Experience Reflection
- **Presentation Outline**
 - a. Print out a copy of your PowerPoint presentation in outline view.
- **Thank You Letters**
 - a. Thank you letter to Specialist Mentor-thanking for time, contributing to your learning, and being available as a resource person..
 - b. Thank you letter to the White Lake School Administration and Board of Education- Thanking for allowing you to do your Senior Project, for time off from school to work with mentor, and give them a short description of your project and tell them what you learned-life-time skills such as presentation skills, communication skills, time management skills, working with deadlines, record keeping, etc.