

# Portfolio Checklist

## Professional—20 pts

- ☐ Clean binder (no scratches, smudges, tears, etc.)
- ☐ All materials in plastic sheet protectors

## Content—230 pts (all elements are typed, printed, and put in this order)

- ☐ 10 pts Approval Form
- ☐ 10 pts Cover Page
  - ☐ A title that encompasses both project and paper
  - ☐ Your name
  - ☐ A brief description of your project and paper (about 1 paragraph)
- ☐ 10 pts Perfected Resume
- ☐ 10 pts Printed Approval Form
- ☐ 10 pts Perfected Letter of Intent (signed with pen)
- ☐ 20 pts Log Record
  - ☐ Date/Number of Hours/Summary for each log
  - ☐ Must include the grand total of hours
- ☐ 20 pts Mentor Verification Form
  - ☐ Work dates on MVF must match the dates on your logs list and on the individual logs. NO EXCEPTIONS.
- ☐ 100 pts 10 Logs
  - ☐ Title: across the top should be the date the work was completed and the number of hours represented in that log
  - ☐ Content: ½ page single-spaced (Times New Roman, 12pt font) explaining what you did during that time
  - ☐ Evidence: picture of you—your face visible—doing the work outlined in that log. NO EXCEPTIONS.
- ☐ 20 pts Final Draft of Research Paper
  - ☐ Clean Copy, front & back, each page in its own sheet protector
  - ☐ Works Cited
- ☐ 20 pts Annotated Bibliography
  - ☐ Clean copy, front & back, each page in its own sheet protector

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### Things to remember:

- The judges will look through this entire portfolio to ensure that everything is in the correct order
- This should be something that you are **PROUD** to present to other people
- Format of Cover Letter & Log Record can be simple or elaborate