

Requirements and Contents of the Portfolio: Checklist

The Portfolio provides a showcase for the student’s work for the entire trimester, and receives a grade as part of the Work Component. The Requirements and the Contents of the Portfolio are:

Requirements of the Portfolio		
1) Organized in some logical order		<input type="checkbox"/>
2) Neat: papers are clean, crisp edges, put together in either folders, pockets, or with holes punched for the 3 ring binder to keep them in good shape. Some students like to put them in plastic sheaths or folders. Tab separators are a good technique for organizing, but they are not required.		<input type="checkbox"/>
3) Attractive coversheet/title sheet		<input type="checkbox"/>
Contents of the Portfolio:		
1) Table of Contents		<input type="checkbox"/>
2) All classroom work, including:		<input type="checkbox"/>
a) Topic Worksheet		<input type="checkbox"/>
b) Proposal Template		<input type="checkbox"/>
c) Proposal Final Version		<input type="checkbox"/>
d) Research articles		<input type="checkbox"/>
e) Research Article Summaries		<input type="checkbox"/>
f) Copy of Book Excerpt		<input type="checkbox"/>
g) Book Excerpt Summary		<input type="checkbox"/>
h) Interview Questions Rough Draft		<input type="checkbox"/>
i) Interview Questions Final Version		<input type="checkbox"/>
j) Interview Answers		<input type="checkbox"/>
k) Checklist for an Informational Web Page		<input type="checkbox"/>
l) Portfolio Checklist / Homework Assignment Checklist		<input type="checkbox"/>
m) CheckPoint Approval and Signoff Sheet		<input type="checkbox"/>
n) Summative Paper Rough Draft		<input type="checkbox"/>
o) Summative Paper Final		<input type="checkbox"/>
p) Research Paper (if chosen as a product) Rough Draft		<input type="checkbox"/>
q) Research Paper (if chosen as a product) Final Version		<input type="checkbox"/>
r) Project Collateral, depending upon product choice, such as:		<input type="checkbox"/>
i) PowerPoint		<input type="checkbox"/>
ii) Online Website Created		<input type="checkbox"/>
iii) Brochure, Booklets, Pamphlets		<input type="checkbox"/>
iv) Book		<input type="checkbox"/>
v) Original Poetry, Songs, etc.		<input type="checkbox"/>
vi) Handouts of charts, statistics, graphs, pictures		<input type="checkbox"/>
s) Bibliography		<input type="checkbox"/>
t) Independent Study Time Log, FILLED OUT AND TOTALED BY THE STUDENT! Time Log must be 30 or more hours for the student to get credit.		<input type="checkbox"/>
2) All work documenting individualization: this includes extra work required in order to accomplish the assignment. Examples include:		<input type="checkbox"/>
a) Request for permission to conduct special interviews with outside sources or use school facilities for the project completion if needed,		<input type="checkbox"/>
b) Letters to school authorities to bring in special equipment or additional resources (people, animals, or props. For example, although a project may be fine, if a prop is of a questionable nature, then the teacher needs to have the student write a letter to the site administrator requesting permission to bring it onto school property, i.e., one woman wanted to bring in an insulin needle to demonstrate how to give her infant daughter a shot for her juvenile diabetes – permission was denied. The workaround was that the student videotaped giving her daughter a shot, which she showed instead.		<input type="checkbox"/>
c) Other additional assignments or extra research needed.		<input type="checkbox"/>