

**Independent Graduation Project Portfolio
Cover Page & Check List
2014-2015**

Student Submitting Project _____ Class of _____

HOOF _____ 1st Period A-day Teacher _____ Current grade level _____

USE THE CHECKLIST BELOW TO ASSIST YOU IN COMPLETING YOUR PROJECT IN A TIMELY MANNER.

_____ **STEP 1:** Complete the Graduation Project Contract (including Parent/Guardian signature) and submit it to A006. The Graduation Project Coordinator will notify you about Contract approval.

Once you have received your Contract approval, begin the project! Check off each line below as you work.

STEPS 2 – 9: Your portfolio consists of these documents; please organize them in the order listed.

_____ 2. Cover page & Check List (*signed by the student*)

_____ 3. Evaluation Rubric (*fill out your name, ID #, and year of graduation*)

_____ 4. Approved Contract (*include your approved copy in your portfolio*)

_____ 5. Written component (*typed, double-spaced, min. 2 pages, 12 pt font*)

_____ 6. Submission receipt from www.turnitin.com (*instructions attached*)

_____ 7. MLA-formatted Works Cited Page (*min. 2 sources*)

_____ 8. Student Log (*min. 5 entries*)

_____ 9. Graduation Project Self-Evaluation form (*include blank form in your portfolio*)

_____ **STEP 10:** When you have completed all items above, compile them into a portfolio in the order listed and bring it to A006 to be reviewed. Only upon review of the completed portfolio by the Graduation Project Coordinator will a presentation be scheduled.

Portfolios must be submitted, in full, at least one week prior to the anticipated presentation date.

_____ **STEP 11:** Create visual aide and prepare oral presentation (*5-10 min*). You do not need to submit these items prior to the presentation date.

PRESENTATION DATES: Select one date from the list below to present your Graduation Project. **Presentations begin no earlier than 3:00 pm.**

_____ December 11, 2014 _____ February 12, 2015 _____ March 19th, 2015

_____ April 9, 2015 _____ April 22, 2015 _____ May 21, 2015

Presenting with another student? Yes OR No **Technology or room requests:** _____

My Graduation Project Portfolio is complete. _____
(Student Signature)