

Senior Project Portfolio Checklist

Student Name: _____

Before you give your senior panel presentation to selected community members, you must complete your portfolio. Reviewing your portfolio allows the judges to be prepared for your speech. Be sure that the judges' first impression of you is a good one. All the work in the portfolio should be typewritten, except certain verification and editing forms. The following papers must be included (in this order) for the portfolio to be complete and typed:

On Time / Late

- _____ / _____ 1. Senior Project Approval Process Form - October 4-5-6
- _____ / _____ 2. Letter of Intent – October 17
- _____ / _____ 3. Mentor Letter (#1) – October 31
- _____ / _____ 4. First Submission of Research Paper & Working Outline - November 14
- _____ / _____ 5. Corrected Research Paper Due (Portfolio) – January 10
- _____ / _____ 6. Autobiographical Letter (typed) - 2nd Semester – April 20
- _____ / _____ 7. Project Verified By Mentor Letter (#2) - 2nd Semester – May 4
- _____ / _____ 8. Senior Project Summary - 2nd Semester – May 4
- _____ / _____ 9. Speaking Outline to be used for Panel Presentation (typed) – May 7-25
- _____ / _____ 10. Senior Project Poster Displayed - 2nd Semester – May 18
- _____ / _____ 11. Number of Days Absent during 2nd Semester (10% of Grade)
- _____ / _____ 12. Preliminary Speech Verification:
Date: _____ Time: _____ Score: _____
- _____ / _____ 13. Completed portfolio turned in - Five copies of Presentation Evaluation Form w/name, paper, and project listed – May 25

Note: This portfolio checklist must be placed on top of the "Senior Project Approval" form. If the portfolio has been completed, the instructor will sign his or her name in the space below and students are approved for a community panel.

Signature of
Instructor: _____ Date: _____

**** ALL FORMS in this handbook must be completed and placed neatly into the final Portfolio folder.**