

Organizing your work....PORTFOLIOS

Before you know it, it will be time to get your portfolio together. The portfolio is an **artifact** that you can take with you to an interview. It is NOT your class notebook, but it will house all of your major work from Independent Research or Intern-Mentor. It will NOT house my handouts, directions, notices, syllabus, etc. It must be assembled in a specific way. Follow the directions for full credit each marking quarter.

MATERIALS NEEDED

- three ring binder (1 1/2" - 2" or larger)
- dividers with plastic tabs (10 pack) (the tabs can be clear or colored)
- plastic covers (to be used for cover page, abstract and any other places you deem necessary)

REQUIREMENTS

- Everything in your portfolio should be typed so that its presentation is professional and polished.
- Tabs must be labeled using designations listed below.

REQUIRED DIVISIONS OF PORTFOLIO

MENTOR

- cover page (**in plastic cover—no divider needed**)
- objectives with journal entries
- preliminary research plan parts I and II
- annotated sources
- abstract
- synthesis paper (including outline)
- conference proposal
- speeches/oral presentations
- correspondence (includes letters sent or received, emails, interviews)
- evidence of final project (including timeline of product development, sample product), photographs taken at mentor site
- evaluations

INDEPENDENT RESEARCH

- cover page (**in plastic cover—no divider needed**)
- objective and accomplishments
- preliminary research plan parts I and II
- annotated sources
- abstract
- synthesis paper (including outline)
- conference proposal
- speeches/oral presentations
- correspondence (includes letters sent or received, emails, interviews)
- evidence of final project (including timeline of product development, sample product)
- evaluations (includes all speech evaluations, portfolio grade sheets, time sheets, mentor grade sheets)