

GRADUATION PROJECT PORTFOLIO CHECKLIST

Cover Page

- _____ Place a creative but professional title page in the front cover of a clear view binder. The cover page should contain your name, project title, GP faculty advisor, and English teachers' names.

Table of Contents

- _____ Format and graphic decisions are left to the student's design but should be presented in a logical manner. All pages should be numbered and correspond to the page numbers listed in the table of contents.

Professional Section

- _____ Parent/Student Signature Form
- _____ GP Ethics Pledge Form
- _____ Copies of the thank you letter to the mentor, GP advisor, and others who assisted you with the GP

Research Section

- _____ GP Proposal Form
- _____ Letter of Intent to GP Committee
- _____ GP Product Resource Request Form
- _____ GP Proposal Committee Response Form
- _____ GP Advisor/Student Expectations Form
- _____ GP Advisor Response to GP Proposal Form

Physical Product Section

- _____ GP Paper and Product Proposal and Committee Response Form
- _____ Student's Letter to Mentor and Mentor Consent Form
- _____ Parent's Consent Form: Permission to Work with a Mentor
- _____ Mentor Qualification Form
- _____ Photograph/Videotaping Permission Form
- _____ Product Log: Independent Student Work
- _____ Product Log: GP Telephone Log
- _____ Product Log: GP Email Log
- _____ Product Log: Student and Mentor
- _____ Mentor Evaluation of Physical Product
- _____ GP Advisor Preliminary Evaluation of Product Form

Personal Reflection Statements

- _____ Self-Reflection #1
- _____ Self-Reflection #2
- _____ Self-Reflection #3
- _____ Final Self-Reflection

The Research Paper Section

- _____ Title Page
- _____ Final draft of research paper
- _____ Works Cited
- _____ Appendix (if applicable)
 - _____ Copy of Interview Questions
 - _____ Summary of Interview Responses
 - _____ Interview Release Form
 - _____ Copy of Survey(s)
 - _____ Graphs/charts/tables