

# PORTFOLIO FINAL SUBMISSION CHECKLIST

ALL ITEMS IN THE PORTFOLIO MUST BE INCLUDED IN THE ORDER BELOW.



- \_\_\_\_\_ COVER PAGE (no slip)
- \_\_\_\_\_ TABLE OF CONTENTS (no slip)
- \_\_\_\_\_ RESUME (update to include STW & change objective) (no slip)
- \_\_\_\_\_ SENIOR DIRECTORY (no slip)
- \_\_\_\_\_ RESEARCH PAPER
- \_\_\_\_\_ INTERNSHIP EVALUATION PAPER

## LIST ACHIEVEMENT AND YEAR OF COMPLETION ON THE LINE

- \_\_\_\_\_ ACADEMIC ACHIEVEMENT #1 (EC) \_\_\_\_\_
- \_\_\_\_\_ ACADEMIC ACHIEVEMENT #2 (PS) \_\_\_\_\_
- \_\_\_\_\_ ACADEMIC ACHIEVEMENT #3 (US) \_\_\_\_\_
- \_\_\_\_\_ ACADEMIC ACHIEVEMENT #4 (HS) \_\_\_\_\_

## LIST SPECIFIC OPTIONAL INCLUSIONS & YEAR OF COMPLETION ON THE LINE. IN ADDITION LIST THE DESCRIPTOR IN THE PARENTHESIS.

- \_\_\_\_\_ OPTIONAL INCLUSION #1 ( ) \_\_\_\_\_
- \_\_\_\_\_ OPTIONAL INCLUSION #2 ( ) \_\_\_\_\_
- \_\_\_\_\_ OPTIONAL INCLUSION #3 ( ) \_\_\_\_\_
- \_\_\_\_\_ OPTIONAL INCLUSION #4 ( ) \_\_\_\_\_
- \_\_\_\_\_ OPTIONAL INCLUSION #5 ( ) \_\_\_\_\_
- \_\_\_\_\_ SELF-EVALUATION ESSAY
- \_\_\_\_\_ ENTRY SLIPS ON THE INCLUSIONS (except first 4 pieces)
- \_\_\_\_\_ FUTURE PLANS DECLARATION – word processed on two index cards!
- \_\_\_\_\_ Mentor Conference Form (handed in **SEPARATELY** with portfolio)