Portfolio Checklist

Name: Hour Date:

The following is designed to help you know what you will need to submit as part of your final portfolio. Your final portfolio is worth 10% of your final grade. Your final portfolio is separate from any other assignments you may have submitted at an earlier date (e.g. if you turned in a resume earlier this semester, you must still submit a fresh copy of your resume as part of this portfolio).

The following will be required in your portfolio:

* A completed SCE packet (check to ensure all blanks are filed in – see the website for another copy).
* A copy of your resume.
* A copy of your cover letter.
* A completed Experience Planning Guide (see appendix).
* Your signed hours sheet (see appendix).
* Your completed performance reviews (see appendix).
* Photos of you completing work as part of your 15 hours (see appendix).
* Your completed experience journal (see appendix).
* A final reflection (see appendix).

Your instructor may also require you to go through a check-out interview at the conclusion of this project or present your work as an oral presentation. The format used will be the choice of your instructor and will depend on what they think will be most beneficial to your needs.