

Weber Portfolio Checklist and Due Dates

Use this checklist throughout the school year to help build your portfolio. Your portfolio will not be complete until you have checked off every item on this list and placed the documents neatly in a professional-looking binder. When you have completed your portfolio, it must be approved by the teachers of your academy. You will not be scheduled for a Weber Project Presentation until your portfolio is complete and approved.

<u>Sections of Portfolio</u>	<u>Documents for Portfolio</u>	<u>Due Dates</u>
Choosing Topics for Project and Paper	<input type="checkbox"/> Letter of Intent	Fri 8/30
	<input type="checkbox"/> Project and Paper Topic Evaluation	n/a
Physical Project	<input type="checkbox"/> Parent Consent Form	Fri 9/20
	<input type="checkbox"/> Project Log	Fri 4/17
	<input type="checkbox"/> Project Documentation	Fri 4/17
	<input type="checkbox"/> Physical Project Self-Evaluation	Fri 4/17
	<input type="checkbox"/> Physical Project Rubric (graded)	n/a
Research Paper	<input type="checkbox"/> Outline	Thurs 12/20
	<input type="checkbox"/> Research Paper	Thurs 12/20
	<input type="checkbox"/> Research Paper Rubric (graded)	n/a
		} must be complete semester 1
Pre-Employment	<input type="checkbox"/> One Resume	Thurs 9/26
	<input type="checkbox"/> One Cover Letter	Thurs 9/26
	<input type="checkbox"/> Two Other Business Letters	Thurs 12/12
	<input type="checkbox"/> Three Letters of Recommendation	1. Thurs 12/12 2. Thurs 2/13 3. Fri 4/24
Writing Samples	<input type="checkbox"/> Autobiographical Essay	Thurs 9/26
	<input type="checkbox"/> Two Formal Essays	1. Thurs 12/20 2. Thurs 2/13
Career Exploration	<input type="checkbox"/> To be determined by academy faculty	Thurs 9/26
21st Century Competencies	<input type="checkbox"/> High School Transcript	Fri 4/24
	<input type="checkbox"/> Delta Articulation Agreement	↓
	<input type="checkbox"/> 21st Century Rubrics	↓
	<input type="checkbox"/> Awards and Certificates	↓
Community Service	<input type="checkbox"/> Community Service Volunteer Contract	Fri 4/17
	<input type="checkbox"/> Community Service Log	↓
	<input type="checkbox"/> Community Service Paper	↓
		(16 hours by end of semester 1)
Portfolio Due Date		Fri 4/24
Weber Project Presentation (Upon approval of portfolio)		Thurs 5/7

Parent/guardian and student: By signing below, you acknowledge the requirements and due dates shown above.

Parent or Guardian Signature _____ Date _____

Student Signature _____ Date _____