

# Class of 2019

## 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	<u>Fri 8/31</u>
	<input type="checkbox"/> Project and Paper Topic Evaluation	<u>n/a</u>
Physical Project	<input type="checkbox"/> Parent Consent Form	<u>Fri 9/21</u>
	<input type="checkbox"/> Project Log	<u>Fri 4/19</u>
	<input type="checkbox"/> Project Documentation	<u>Fri 4/19</u>
	<input type="checkbox"/> Physical Project Self-Evaluation	<u>Fri 4/19</u>
	<input type="checkbox"/> Physical Project Rubric (graded)	<u>n/a</u>
Research Paper	<input type="checkbox"/> Outline	<u>Fri 12/21</u> } Must be complete semester 1.
	<input type="checkbox"/> Research Paper	<u>Fri 12/21</u> }
	<input type="checkbox"/> Research Paper Rubric (graded)	<u>n/a</u>
Pre-Employment	<input type="checkbox"/> One Resume	<u>Fri 9/28</u>
	<input type="checkbox"/> One Cover Letter	<u>Fri 9/28</u>
	<input type="checkbox"/> Two Other Business Letters	<u>Fri 12/7</u>
	<input type="checkbox"/> Three Letters of Recommendation	1. <u>Fri 12/7</u> 2. <u>Fri 2/15</u> 3. <u>Fri 4/26</u>
Writing Samples	<input type="checkbox"/> Autobiographical Essay	<u>Fri 9/28</u>
	<input type="checkbox"/> Two Formal Essays	1. <u>Fri 12/7</u> , 2. <u>Fri 2/15</u>
Career Exploration	<input type="checkbox"/> To be determined by academy faculty	<u>Fri 9/28</u>
21st Century Competencies	<input type="checkbox"/> High School Transcript	<u>Fri 4/26</u>
	<input type="checkbox"/> Delta Articulation Agreement	<u>↓</u>
	<input type="checkbox"/> 21st Century Rubrics	<u>↓</u>
	<input type="checkbox"/> Awards and Certificates	<u>↓</u>
Community Service	<input type="checkbox"/> Community Service Volunteer Contract	<u>Fri 4/19</u> (15 hours due)
	<input type="checkbox"/> Community Service Log	<u>↓</u> (by end of semester 1)
	<input type="checkbox"/> Community Service Paper	<u>↓</u>
<b>Portfolio Due Date</b>		<u>Fri 4/26</u>
<b>Weber Project Presentation</b> (Upon approval of portfolio)		<u>Thur 5/9 and Fri 5/10</u>

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

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_