

## Portfolio Entries – Requirements – 13 minimum total for portfolio

### **Requirements for each entry type:**

**Journal Entries (4)** – Must be a minimum one full page typed, double spaced, times new roman font. With these entries, you must write about your experiences as you are completing the project. For example, if you have interviewed someone, write a journal entry on what your experience was like to interview that person or you may want to write about your experience after researching one day, or volunteering, etc.

**Article/research to provide background information regarding the topic - (4)** – You must print out these articles, and then attach a brief typed summary (about one paragraph – 5-7 sentences) as to how these articles will help you with your topic and what they are dealing with.

**Interviews/Documented Conversations (1)** – You must document all interviews. Do this by writing down a minimum of 10 questions, with space in between each question. As you ask each question, take a minute to write the interviewee’s response in the space provided. At the top of the interview sheet record your name, the interviewee’s name and the date the interview took place. You must also summarize why you interviewed that person, and how it pertains to your topic.

**Topic related visuals (4)** – These can be photographs, illustrations from magazines, internet, books, etc., – Under each of these you must attach a one paragraph written summary as to how this entry pertains to your topic and why you are choosing to include it within your portfolio. If you are using a video, print out a screen shot of the video to include in your binder with your paragraph.

## **Portfolio Check List**

Required 4 Journal Entries

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Required 4 Researched Articles

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Required 1 Interviews

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Required 4 topic related visuals

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## Graduation Project Finished Portfolio

Due **Wednesday 11/26** – Hand it in BEFORE Thanksgiving break. If you are absent on Wed, hand it in on Tues or just drop it off at school on Wednesday.

You are doing 4 new entries – your last journal, your last article and summary, your last visual and summary, and your interview.

Interview: The interview should contain at least 10 questions. At the top of the page type your name and Interview. Write a few sentences about who you interviewed and why.

Type the question and type the answer for at least ten questions.

All 13 entries – old and new – should be submitted in their complete and final copy nicely organized in a binder. If you have any corrections to make on any previously submitted entries, they should be corrected and handed in within the binder. Your binder should be organized as follows:

Proposal Paper

Journal 1

Journal 2

Journal 3

Journal 4

Article Summary 1

Article Printout 1

Article Summary 2

Article Printout 2

Article Summary 3

Article Printout 3

Article Summary 4

Article Printout 4

Visual 1 with summary

Visual 2 with summary

Visual 3 with summary

Visual 4 with summary

Interview

See Mrs. McCabe with any questions, or concerns.