

# Portfolio Guidelines

[tentative/subject to additions]

## Foster's Portfolio Rubric

Must have page nos. Not accepted w/o

Item	Possible Points	Foster's points	Comments
Binder/Method of Binding - Professional <small>Outside= NAME &amp; PERIOD only</small>	5	5	
Cover Page/Title page – [only on the inside] captures the spirit of your journey. Style, information, any graphics, and layout are up to you. Should include the title, your name, the year, D. H. Conley, and my name. This can be somewhat creative, but only 2 dimensional.	6	5	No stickers
Table of Contents – reflects your ability to organize and arrange in a <b>logical</b> order. This item should be accurate. It should look great! Where are dedications normally? What is the logical place for the letter to the judges? Locally, where would the abstracts go?	6	6	Show divisions [Vague div. i.e., "additional materials" will not help grade]
Dividers: Attractive, labeled, sensible, relate to your process – Minimum of 3, Maximum of 6 <small>Should have a graphic for max pts</small>	6	5	No stickers
Pictures/samples of project in process [pictures that show the progress are the only appropriate pictures] <small>For max pts. Should be typed labels [Minimum ?? 8 – 10?]</small>	6	5	
Research self-evaluation typed [question, answer, question, answer]	6	5	
Abstracts [short descriptions]: demonstrates an ability to write a concise summary. Should include a one paragraph summary of your paper and a one paragraph summary of your project	3	3	
Research paper: clean copy <small>Graded copy of res. Paper "stuck in" [not bound] so I can compare</small>	10	10	
Autobiographical Letter to the Judges: Demonstrates letter writing skills and ability to write a personal, brief introduction. <small>Should not JUST tell your project and paper topic</small>	6	5	
Project log – completed, signed	6	5	Neat/clean
Journal [an entry ever so often, perhaps once a week] freewritten [typed]	12	12	
Physical Project Self-Evaluation Form [question, answer, question, answer]	6	5	
Resume: summary of your skills, education, etc. should be perfect <small>Delete GPA, class rank, etc. and colleges, majors, and senior schedule. See my examples in class.</small>	6	5	perfect
Dedication page Be specific: <small>to "all who have helped me" will not earn many points</small>	3	3	
Audience verification if applicable - typed	6	5	
Project verification/Mentor Verification [same thing]	6	6	
Other student related material that supports the speech and project [graphs, charts, certificates, documentation of completion, web printouts, plans, etc.] <u>There should be some of this:</u>		10	
<del>All About Me</del>			
Any teacher directed materials			
Personal essays <ul style="list-style-type: none"> <li>■ Required: Friday papers; at least 2 – college essay if we've done one is fine – might include one of your literary essays instead of or in addition to a Friday paper.</li> <li>■ Rationale required for each: tell why you included it—good writing, etc?</li> </ul>	Minimum		
<i>DO NOT put in any teacher edited copies of anything, only "clean copies."</i>			

Individual senior teachers may make additions and change point values.