

SENIOR EXIT PORTFOLIO CHECK-OFF SHEET

DIRECTIONS: Complete this check-off sheet with your mentor throughout the process of this project **AND** include this sheet with your final draft of the SEP.

Student's Name _____ Mentor's Name _____

I. 1st Meeting: November 14, 2016

Meet with your mentor. Find out where and what time your mentor wants to meet before 8:30 am AND bring this SEP packet with you. Your mentor will review the SEP packet and explain the project to you. Make sure you understand the ESLRs and the Rubric. Complete the following to help you during the meeting.

1. Academic Focus (state one) *Your Strength* _____
1st Artifact _____
ESLR _____
2nd Artifact _____
ESLR _____
3rd Academic Artifact or a Community Service Artifact: _____
ESLR _____
2. Special Interest/Extra-curricular Area (state one) *Your Fun* _____
Artifact _____
ESLR _____
3. College & Career Plans (state one) *Your Future* _____
Artifact _____
ESLR _____

*Note: 3 of the 5 ESLRs used must be different.

Student Signature _____ Date _____ Mentor Signature _____

II. 2nd Meeting: You schedule in February 2017

You are responsible for the second meeting with your mentor. Find out when and where your mentor wants to meet, bring this SEP packet with you, along with your confirmed list of artifacts, and at least 1-2 drafts of Artifact essays. Discuss your progress on the SEP and ask for clarification or assistance on the rough drafts you've completed to date. Review a draft of your Resume.

Student Signature _____ Date _____ Mentor Signature _____

III. 3rd Meeting: March 6, 2017

Meet with your mentor to review your entire rough draft. **To earn a Pass, your SEP must include the following:**

- Letter of Introduction with thesis statement
- Resume
- Academic Focus Area
- 1st Academic Artifact Essay with ESLR
- 2nd Artifact Essay with ESLR
- 3rd Artifact Essay with ESLR
- Special Interest/Extra-curricular Area
- 1 Artifact Essay with ESLR
- College/Career Future Plans
- 1 Artifact Essay with ESLR
- Adequate packaging and presentation of portfolio. (Should be easy to use and transport) *Note: 3 of the 5 ESLRs must be different.

To Receive Honors: In addition to all of the above, you must also include the items below AND you must successfully complete an oral interview: (Remember, to receive honors, your portfolio must be exemplary and demonstrate above and beyond writing, packaging, and interviewing skills. Simply adding the below items does not guarantee honors.)

Title Page:

Your name, Title of Portfolio, Graphic &/or Senior photo, Date

Table of Contents

Introduction Letter (the big picture)

Resume

5 Artifact essays (explanation)

5 Artifacts (evidence)

Closure: A page summarizing your project and your reflections on this experience.

Oral Interview

Signature of Mentor _____ Date _____ Signature of Student _____

IV. Final Project Due Date: April 11, 2017

(Grading and oral interview dates TBD) Mentor: Please check off this list with your mentee.

To Pass, Portfolio must include:

___ Letter of Introduction with thesis statement

___ Resume

___ 1st Academic Essay relating first artifact with ESLR*

___ 2nd Artifact Essay relating second artifact with ESLR*

___ 3rd Artifact Essay relating third artifact with ESLR* (Either third academic artifact or community service artifact)

___ Special Interest Area Essay relating artifact with ESLR*

___ College & Career Artifact Essay relating artifact with ESLR* *Note: 3 of the 5 ESLRs must be different.

___ This check-off sheet

Mentor Signature _____ Date _____ Student Signature _____