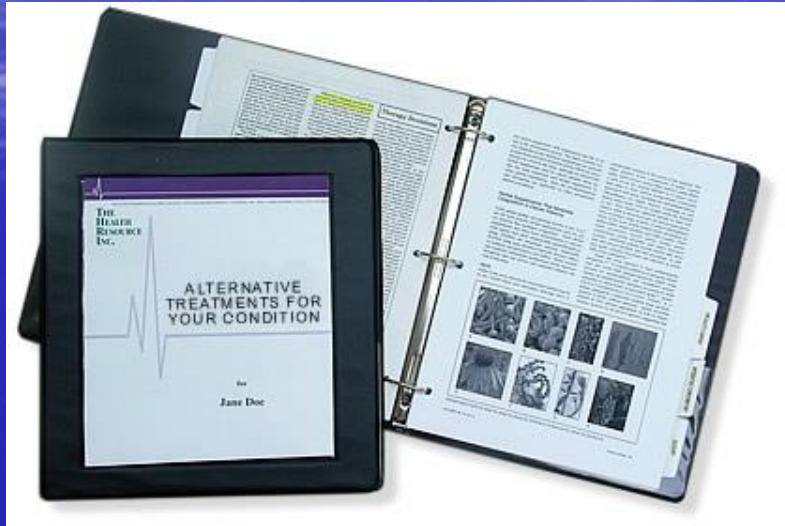


Senior Project  
2014-2015

The Portfolio

# Report (Bound or Stapled)

No! ↓



Yes! ↑

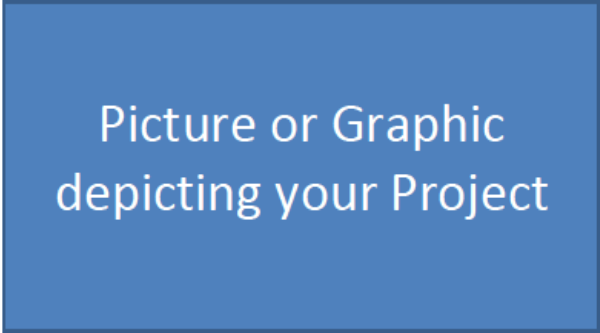


# The portfolio must be a compilation of the following parts of the Senior Project:

- Title Page (**required item**)
  - Title of your Senior Project
  - A Picture/Graphic depicting your Project
  - Your Name
  - Senior Project
  - Santa Susana High School
  - Date (Day, Month, Year)

# Title Page Format Guide

Title of your Senior Project



Picture or Graphic  
depicting your Project

Your Name

Senior Project

Santa Susana High School

Date (Day, Month, Year)



- Table of Contents listing each of the following sections (**required item**)
- Introduction (**required items**)
  - Letter of Introduction (English assignment)
  - Resume (English assignment)
  - Senior Project Overview
- Graded Research Paper (**required item**)
  - With Grade Sheet *and* Annotated Bibliography

- Fieldwork (**required items**)
  - Logs:
    - Including hours and insightful narrative comments that reflect the day's work
    - Mentors' signature **at least once a month**
  - Mentor Letter of Recommendation/Regret
  - Mentor Verification Form
  - Thank You Letter written to your Mentor (English assignment)
- Letter of Reflection (English Assignment)  
(**required item**)

## ■ Appendix

- Your copy of the email from the Senior Project Supervisor indicating that your Senior Project had been approved, because the Application/Approval Contract, Integrity Commitment Form, Mentor Commitment Form cannot be copied directly from Google Docs.
- Enhance the Senior Project Portfolio by including graphs, pictures, schematics, acknowledgements, recommendations from an employer or a person that you may have shadowed on a job, or any other appropriate item that you feel will bring life and purpose to the contents. *This is part of the Portfolio grade.*



- The Portfolio must be compiled with pride for the work that you have accomplished. It should show a connection between the Project, Research Paper and Field Work.
- After you have put together all of the contents, place them in a folder that has dividers that are clearly visible so that it will be easy to find each of the parts listed in the Table of Contents. You may also use a folder that has a plastic front so the Title Page can be viewed. (required items)



The Portfolio, *containing all required items*, is due

**Friday, February 20, 2015.**

A satisfactorily completed  
Portfolio is required for  
Presentation.

No Portfolio=No Presentation

# Grace Period

- Until March 6, certain items can be added, on a case by case basis, to a Portfolio that was already submitted on time but only if that addition has been personally cleared by the Senior Project Supervisor.
- These items can include:
  - Materials not yet received from your Mentor by the Portfolio due date: additional signed Logs, Mentor Verification Form, or Letter of Recommendation or Regret.
  - Materials not yet completed because your Project will not be finished until after the Portfolio due date, or your Presentation date.