**Graduation Project Portfolio Requirements**

The Graduation Project Portfolio must meet the following guidelines:

1. The appearance and format must be neat and orderly.
2. The portfolio must be organized and contain a table of contents.
3. The portfolio must demonstrate depth in academic and personal growth.
4. The portfolio must contain a reflection that provides insight into how the student has anticipated and dealt with challenges and changes throughout the project.
5. Technology must be used to construct the portfolio

The following documents must be present in all student portfolios:

* Title page including the Graduation Project topic, school, and student’s name.
* Table of contents
* Research paper rough draft
* Research paper final draft
* Resume, rough draft
* Resume, final draft
* Review Board Letter rough draft
* Review Board Letter final copy
* Outline rough draft
* Outline final copy
* Reflection from Junior Year

 (You may place this after the research paper or after the outline.)

* Reflection from Senior Year

The following are optional documents for additions to the portfolio

* Any mentor documentation
* Time logs for service oriented presentations only