

MANLEY CAREER ACADEMY HIGH SCHOOL
SENIOR PORTFOLIO CHECKLIST

Final Audit – May 18, 2011

Student: _____

Reviewer: _____

**PLEASE NOTE: ALL GRADED DRAFTS SHOULD BE INCLUDED FOR EACH ITEM
 ALL SUBMITTED WORK MUST BE GRADED ‘C’ OR BETTER**

PORTFOLIO ITEM	Acceptable (2 points)	Not Available (0 points)	Comments
Personal Statement <ul style="list-style-type: none"> ▪ The final graded draft of the senior personal statement is present. ▪ A final copy shows improvement from the previous final graded draft. (2) ▪ A thoughtful reflection sheet is present with the English teacher’s signature of approval. (2) 			
Resume/References Cover Letter/Thank You Letter <ul style="list-style-type: none"> ▪ The above components contain all necessary information as stated by the rubric. ▪ The above components are clearly presented and easy to read. ▪ The above components do not contain any spelling and/or grammatical errors. (8) ▪ A thoughtful reflection sheet is present with the CTE teacher’s signature of approval. (2) 			
Career Plan <ul style="list-style-type: none"> ▪ A graded final draft with rubric is present ▪ The Career Plan contains all necessary components. ▪ The Career Plan is logical. For example, if the student states that he/she wants to become a doctor in section one, then the student should discuss plans to attend a college, go to medical school, etc. in the career and educational research sections. ▪ The monthly goals are meaningful and related to the senior exhibition calendar grid and graduation. ▪ The Career Plan contains few spelling and/or grammatical errors. ▪ All information is accurate and tables are properly constructed. (2) ▪ A thoughtful reflection sheet is present with the CTE teacher’s signature of approval. (2) 			
Character Analysis <ul style="list-style-type: none"> ▪ The final graded draft of the senior character analysis paper is present. ▪ A “clean” copy is present showing improvement from the previous final graded draft. (2) ▪ A thoughtful reflection sheet is present with the English teacher’s signature of approval. (2) 			
Research Paper Proposal/Outline <ul style="list-style-type: none"> ▪ The proposal/outline describes the topic and thesis for the paper. ▪ The final graded senior research paper proposal/ outline is present with the English teacher’s signature of approval. (2) 			

<p>Senior Research Paper</p> <ul style="list-style-type: none"> ▪ A graded final draft with the rubric is present. (2) ▪ Evidence of previously graded draft work is present. (2) <p>▪ A thoughtful reflection sheet is present with the English teacher's signature of approval. (2)</p>			
<p>ACT/SAT & Financial Aid Documentation</p> <ul style="list-style-type: none"> ▪ ACT/SAT score report is present. (2) ▪ Financial aid documentation sheet is present. (2) <p>▪ A thoughtful reflection sheet is present with an UMOJA staff member's or a counselor's signature of approval. (2)</p>			
<p>Literary Analysis Paper</p> <ul style="list-style-type: none"> ▪ The final graded draft of the senior literary response paper is present. (2) ▪ A final copy shows improvement from the previous final graded draft. (2) ▪ A thoughtful reflection sheet is present with the English teacher's signature of approval. (2) 			
<p>College and Career Prep Project Proposal</p> <ul style="list-style-type: none"> ▪ A final copy of the project proposal is present and signed by the CTE teacher. (2) 			
<p>College and Career Prep Project</p> <ul style="list-style-type: none"> ▪ Evidence of the career project is present. (2) ▪ A thoughtful reflection sheet is present with the CTE teacher's signature of approval. (2) 			
<p>Best Work</p> <ul style="list-style-type: none"> ▪ Six pieces of "best work" from academic areas are present (math, science, English, social studies, world language, fine arts and music). (12) ▪ A thoughtful reflection sheet is attached to each with the subject teachers' signature of approval. (12) 			
<p>Transcript</p> <ul style="list-style-type: none"> ▪ A copy of the high school transcript is attached. (2) ▪ A thoughtful reflection sheet is present with the Counselor's signature of approval. (2) 			
<p>Career Evidence</p> <ul style="list-style-type: none"> ▪ Four pieces of evidence from career experiences are present (guest speakers, job shadowing, internships, work experience (including check stubs) WBL's and college tours). (8) ▪ A thoughtful reflection sheet is present with the CTE teacher's signature of approval. (8) 			
<p>College Acceptance Letters - Bonus (Optional—1-2 points extra credit) (1-2)</p>			
<p>TOTAL POINTS (86 possible)</p>			

TOTAL POINTS: _____ x 3 = _____ **FINAL GRADE:** _____

A= 258-233 points **B**= 232-206 points **C**= 205-181 points **D**= 180-155 points **F**= 154 < points

Additional Comments: