

MANLEY CAREER ACADEMY HIGH SCHOOL
****NON-CTE** - 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 <u>any</u> spelling and/or grammatical errors. (8) ▪ 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) 			
Senior Research Paper <ul style="list-style-type: none"> ▪ A graded final draft with the rubric is present. ▪ Evidence of previously graded draft work is present. (2) ▪ A thoughtful reflection sheet is present with the English teacher’s signature of approval. (2) 			
ACT/SAT & Financial Aid Documentation <ul style="list-style-type: none"> ▪ ACT/SAT score report is present. ▪ Financial aid documentation sheet is present. (2) ▪ A thoughtful reflection sheet is present with an UMOJA staff member’s or a counselor’s signature of approval. (2) 			

<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>Best Work</p> <ul style="list-style-type: none"> ▪ <u>Six pieces</u> 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 <u>each</u> 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>College Acceptance Letters - Bonus (Optional—1-2 points extra credit) (1-2)</p>			
<p>TOTAL POINTS (60 possible)</p>			

TOTAL POINTS: _____ x 4 = _____ **FINAL GRADE:** _____

A= 240-216 points **B**= 215-192 points **C**= 191-168 points **D**= 167-144 points **F**= 143 < points

Additional Comments: