



Renaissance Academy Commencement Project

Senior Project Portfolio Checklist – ELA/HELA Students

Student Information		(New Student Start Date:)	
Name:		Graduation date: June 2017	
Homebase:		E-mail:	
Review Project Requirements (for new students)			
<input type="checkbox"/> Provide Student with Commencement Project Requirements.			
<input type="checkbox"/> Assign "buddy" student to review project and answer general questions. _____			
<input type="checkbox"/> Review Student due dates and requirements for the Commencement Project.			
Requirements – Review the following information			
9th Grade <input type="checkbox"/> Individual Reflection <input type="checkbox"/> Completed <input type="checkbox"/> Saved in Google Drive	10th grade <input type="checkbox"/> Research Paper <i>Problem in the Community</i> <input type="checkbox"/> Written Plan <input type="checkbox"/> Completed <input type="checkbox"/> Saved in Google Drive	11th grade <input type="checkbox"/> Detailed Timeline <input type="checkbox"/> Updated Timeline and Written Plan <input type="checkbox"/> Administrative Review <input type="checkbox"/> Completed	
Presentation Portfolio Checklist – 12 th grade			
<input type="checkbox"/> Senior Essay Due Date: <input type="checkbox"/> Completed <input type="checkbox"/> Submitted/Saved on Google Drive	<input type="checkbox"/> Oral Presentation PowerPoint/Google Slides/Other Due Date: <input type="checkbox"/> Completed <input type="checkbox"/> Submitted	<input type="checkbox"/> One page project summary ~ Picture ~ Title ~ Student Name ~ Quote from Paper <input type="checkbox"/> Self-Evaluation Survey <input type="checkbox"/> Documentation of Hours <input type="checkbox"/> Thank You Letters	
Presentation Day Preparations September 30 th 11:30 am			
<input type="checkbox"/> Practice presentation and remain aware of time requirements		<input type="checkbox"/> Speakers Needed	
<input type="checkbox"/> Check laptop and projector <input type="checkbox"/> Handouts and presentation aids <input type="checkbox"/> Locate Presentation file <input type="checkbox"/> Introductions	Room Assignment	Partner	Evaluators
Remediation (Senior Project Coordinator use)			
<input type="checkbox"/> Letter sent home to parents			
<input type="checkbox"/> Complete Remediation Contract for student			

Preparing Final Portfolio - Checklist for new students

- Verify that Portfolio has Individual Reflection and Research Paper
- Research College Essay Prompt
- Gather pictures for presentation
- Answer reflection questions in presentation slides
- Consider additional visual aides
- Submit Senior Essay for a grade –
- Practice final presentation – Prepare for Dry Run –
- Complete hours and submit – June 10th
- Fine tune Senior Essay to customize it for a specific college – August 1st
- Complete Self Evaluation Survey– September 9th
- Submit One-Page Summary – September 12th
- Submit Checklist – Update/Save any last minute changes to Presentation and Essay – 9/12

- Student Meetings:

[illegible]