
GRADUATION PROJECT CHECKLIST

DATE FINISHED

1. FORMS

- I have turned in Form 1 (everyone needs to turn in a new Form 1. They have been sucked into the void).
- I have turned in Form 2 and my proposal letter together.
- My proposal letter has been approved.
- I have turned in Form 3
- I have turned in the final draft of my research paper and checked with Ms. Oberg to make sure it doesn't need revision
- I have turned in Forms 4 and 5
- I have turned in Form 6
- I have turned in Form 7

2. REQUIRED APPOINTMENTS

- First meeting with Ms. Oberg completed.
- Second meeting with Ms. Oberg completed.
- Third meeting with Ms. Oberg completed.
- Fourth meeting with Ms. Oberg completed.

*Please remember: These meetings are required. You will not be scheduled for a presentation time if you do not meet with Ms. Oberg four times throughout the school year. Please pay attention to the dates by which these meetings should occur.

3. PORTFOLIO

- My portfolio is in a 1-1 ½ inch (hard) binder.
- I have had my den leader and one other person check over my resume.
- My sections are separated by labeled tabs.
- I have put significant time and effort into making my portfolio look appealing and professional.
- My reflection shows how I anticipated challenges and dealt with changes.
- The viewer can see the growth I experienced throughout the course of my project when looking at my portfolio.
- I have included all the required items in my portfolio and have filled out my checklist

4. PRESENTATION PREPARATION

- I have used the Presentation Evaluation Form to help me outline the speech.
- My visual aid(s) are attractive and easy to read.
- I have completed one practice presentation with my den leader.
- If recommended by my den leader, I have completed a second practice presentation.
- My presentation is AT LEAST six minutes long.

