



Waiakea High School Senior Project

155 West Kawili Street
Hilo, HI 96720
Phone (808)974-4888 Fax (808)974-4880

Portfolio Instructions

The Senior Project Portfolio is a collection of documents related to your entire Senior Project.

Your academy advisors will grade your portfolio on; 1) required content, 2) completeness, and 3) appearance. Your portfolio is also a part of your oral presentation and the judges may ask to look through your portfolio.

Each element should be in the typed and in proper format following the instructions given. (Check the SP Website: <http://whs-sp-ptp.weebly.com/>)

Your portfolio must be bound using a clear front cover and a clear or solid back cover. The WHS Library will bind your portfolio for a cost of \$1.50 or you may bind on your own.

The following are the required documents for your portfolio.

- Title Page (See sample for contents)
- Table of Contents Page (See sample for contents)
- Student Information (Divider Page- See sample for contents)
 - Resume
 - Personal Data Sheet
 - Letter of Recommendation (Optional)
- Senior Project Introduction (Divider Page)
 - Letter of Intent & Approval Form
- Research (Divider Page)
 - Research Paper
 - Rubric (graded)
- Project (Divider Page)
 - Journal Entries
 - Timesheet
 - Pictures of Project
 - Mentor Rubric
 - Thank you letter
 - Other documents related to internship or project (Optional)
- Senior Project Forms (Divider Page)
 - Worksite Placement Information and Consent for Participation
 - OR Project/Mentor Information and Consent for Participation
 - Parent Authorization for Student Travel



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Sample Portfolio Title Page, Table of Contents, Divider Pages

Title Page Format

Senior Project Title
(2" top margin)

Insert picture
or graphic
related to
your topic

Student Name
Academy
Senior Project
Waiakea High School
Day Month Year

Table of Contents Format

Table of Contents

- I. Student Information
 - a. Resume
 - b. Personal Data Sheet
 - c. Letters of Recommendation (optional)
- II. Senior Project Introduction
 - a. Letter of Intent and Approval Form
- III. Research
 - a. Research Paper
 - b. Rubric
- IV. Project
 - a. Journal Entries
 - b. Timesheets
 - c. Pictures
 - d. Mentor Rubric
 - e. Thank You Letter
 - f. Other documents (optional)
- V. Senior Project Forms
 - a. Worksite Placement Information and Consent for Participation
 - b. OR Project/Mentor Information and Consent for Participation
 - c. Parent Authorization for Student Travel

Divider Page Instructions

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 (Left Margin when bound)

Divider Instructions

- Set page set up to Landscape.
- Type divider information at the bottom RIGHT of the page in Ariel, bold, 22 font.
- You may use colored paper if you like.
- You may also include a picture or graphic.

Title of Divider