

# November Portfolio Checklist

## due Friday, November 30, 2018

Requirement	Points Possible	Points Earned	Comments
3 Ring Binder with Name	3		
Sheet Protectors	3		
<i>Title Sheet (outside)</i>	1		Student Name/Site Name w/visual
<i>Title Sheet (inside)</i>	1		(Same as above)
<i>Essential Papers Cover Sheet</i>	1		
Resume	5		
Intern Student Responsibilities	4		Must be signed
Bus Partner Responsibilities	4		Must be signed
Ethics Policy	4		Must be signed
Faculty Progress Check Q1	5		
<i>Journals Cover Sheet</i>	1		<b>Journals that are not completely corrected will not receive any pts.</b>
Journal 1 Revised	5		
Journal 2 Revised	5		
Journal 3 Revised	5		
<i>Research Cover Sheet</i>	1		<b>NTGs that are not completely corrected will not receive any pts.</b>
NTG 1 Revised	5		
NTG 2 Revised	5		
NTG 3 Revised	5		
<i>Business Partner Cover Sheet</i>	1		
BP Meeting One Agenda	5		With BP signature
BP Meeting One Recap	5		
BP Meeting Two email	4		
<i>Calendar Cover Sheet</i>	1		
September Calendar (signed)	5		
October Hours Report	5		Approved and/or signed
<i>Evidence Cover Sheet</i>	1		
Five pieces of evidence (20 pieces total)	25		Each piece of evidence must contain an annotation.
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