

BIS 301: PORTFOLIO CHECK SHEET

Your portfolio must include the following (be sure to follow footnotes):

- ◆ this check sheet _____
- ◆ Portfolio Cover Page _____
- ◆ Table of Contents¹ _____
- ◆ Resume _____
- ◆ Personal Statement
(instructions handed out separately) _____
- ◆ Plan of Study Proposal
(instructions handed out separately) _____
- Course Material:
 - ◆ 301 cover page² _____
 - ◆ 301 course artifacts³ _____
 - ◆ concentration area 1 course cover page _____
 - ◆ concentration area 1 course artifacts _____
 - ◆ concentration area 2 course cover page _____
 - ◆ concentration area 2 course artifacts _____
- ◆ additional materials⁴ _____

Remember to pay attention to the organization and presentation of your portfolio.
ALL ITEMS MUST BE IN PLASTIC SHEATHS. (See also your syllabus.)

¹ Do not paginate your portfolio.

² A cover page gives basic information (and explanation if needed or desired) of the material that follows. Strive for professional appearance.

³ Include ALL of the work you have done so far in the BIS 301 course. Use copies of items that have not yet been graded and returned. Plan ahead and be sure to have these items. You *may* also include syllabus, handouts, and whatever else you think is useful. For all the other courses, “artifacts” means at least two items from that course (papers, project materials, syllabi, and so on).

⁴ What these materials are is up to you: if possible, you should include items such as (copies of) letters of recommendation, artifacts from extra-curricular activities and volunteer work, documentation of membership activities in organizations, reference material on career and career placement related activities, and so on. Recall Career Services visit and include items according to their recommendations.

I very strongly urge you to use only photocopies of these important documents.
Organize these materials appropriately.