

PORTFOLIO PRODUCERS PLANNER AND CHECKLIST

Name: _____

Date started: _____ Completion date: _____

PORTFOLIO DESIGN PLAN

What is the purpose of my portfolio? _____

What will I include?

Required items:

Target dates:

Other: _____

I want to demonstrate the following (that I can do..., that I learned..., that I know..., that I made a...):

I hope people who look at my portfolio will: _____

How will I evaluate my portfolio? _____

How will my afterschool teacher evaluate my portfolio? _____



PORTFOLIO IN PROCESS

Before including a piece in your portfolio, ask:

- Does this piece fit with the purpose?
- Should it be attached to another piece (before/after, for example, or draft/finished)?
- Does it demonstrate what it needs to?
- Do I already have something that shows this?
- What else should I look for?

Portfolio Wrap-Up

Before submitting your portfolio, check the contents to make sure everything is there. Check for:

- ☐ Name
- ☐ Date
- ☐ Title, purpose, project, or subject area
- ☐ List of what the portfolio is supposed to show

Look at the materials.

Are all required materials there?

☐ yes

☐ no

Do they show what they are supposed to show?

☐ yes

☐ no

Are they presented neatly?

☐ yes

☐ no

Can they be easily understood?

☐ yes

☐ no

Is there anything you wanted to include but didn't?

☐ yes

☐ no

What? _____

Does your portfolio show you achieved what you planned?

☐ yes

☐ no

How would you rate the content of your portfolio?

- ☐ Excellent
- ☐ Very good
- ☐ Good
- ☐ Fair
- ☐ Weak

Comments: _____

