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| Graduation Project Checklist |
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# FORMS

DATE FINISHED

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|[ ]  I have turned in Form 1.  |
|[ ]  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. Burcham to make sure it doesn’t need revision. |

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|[ ]  I have turned in Forms 4 and 5 |
|[ ]  I have turned in Form 6 |
|[ ]  I have turned in Form 7 |

# REQUIRED APPOINTMENTS

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|[ ]  First meeting with Ms. Burcham completed. |
|[ ]  Second meeting with Ms. Burcham completed. |
|[ ]  Third meeting with Ms. Burcham completed. |
|[ ]  Fourth meeting with Ms. Burcham completed.\*Please remember: These meetings are required. You will not be scheduled for a presentation time if you do not meet with Ms. Burcham four times throughout the school year. Please pay attention to the dates by which these meetings should occur. |

# pORTFOLIO

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|[ ]  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. |

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|[ ]  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, including photographs of my experience and progress in creating my Product, and have filled out my checklist |

# PRESENTATION PREPARATION

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|[ ]  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. |