Portfolio Assignment	Required Work/Optional Submission	☑	Completed	Initials
Vocabulary Terms				
	Honors Vocabulary Test			
	Semester Test (85% minimum score)			
	Final Test (85% minimum score)			
	Acceptable Vocabulary Test			
	Semester Test			
	Final Test			
Career/Guidance Plan				
	Junior Year Career/Guidance Plan			
	Senior Year Career/Guidance Plan (revision)			
	OPTIONAL:			
	Additional Revision during Junior Year			
	Additional Revision during Senior Year			
Cover Letter/Letter of Introduction				
	Honors Letter			
	1. Excellent Grammar			
	2. Appropriate Format			
	3. Proof of Letter Use for Application			
	Acceptable Letter			
	1. Appropriate Grammar			
	2. Appropriate Format			
Resume				
	Honors Resume			
	1. Excellent Grammar			
	2. Appropriate Format			
	3. Proof of Resume Use for Application			
	Acceptable Resume			
	1. Appropriate Grammar			
	2. Appropriate Format			
Job Application/College Entrance Application				
	Honors Application			
	1. Excellent Grammar			
	2. Appropriately Completed			
	3. Proof of Submission of the Application			
	Acceptable Application			
	1. Appropriate Grammar			
	2. Appropriately Completed			

	3. Use of AVCTC Form, or Actual Application			

Graphing of Data

	1. Source of Raw Data			
	2. Professional Appearance			
	3. Accurate Representation			
	4. Written Summary of Graphic Representation			

Portfolio Assignment	Required Work/Optional Submission	☑	Completed	Initials

Recommendation Report

Honors Recommendation Report

	1. Report has:			
	Introduction (with method of investigation)			
	Recommendation			
	Scope			
	Discussion			
	2. Appropriate Grammar and Punctuation			
	3. Related to Field of Study at AVCTC			
	4. Printed (with Title Page)			

Acceptable Recommendation Report

	1. Report has:			
	Introduction			
	Recommendation			
	Scope			
	Discussion			
	2. Appropriate Grammar and Punctuation			
	3. Related to Field of Study at AVCTC			
	4. Printed as Memo			

Technical Presentation

Honors Technical Presentation

	1. Prior Approval of Topic and Audience.			
	2. Use of PowerPoint Software or Video Medium			
	3. Provided Recorded Medium of Presentation.			
	4. Provided Handout and/or Slide Handout .			
	5. Gave Presentation to Targeted Audience.			
	6. Professional Appearance/Actions During Presentation to Target Audience.			

Acceptable Technical Presentation

	1. Prior Approval of Topic and Audience.			
	2. Use of PowerPoint Software or Video Medium			
	3. Provided Recorded Medium of Presentation.			
	4. Provided Handout and/or Slide Handout .			

Trade Journal Article Summaries

	ARTICLE 1			

	1. Provides Introduction to Article			
	2. Summarizes Authors Reason for Writing Article			
	3. Gives Personal Reaction to Article			
	4. Includes Journal Name, Volume, Edition/Date			
	5. Appropriate Grammar and Punctuation			
	ARTICLE 2			
	1. Provides Introduction to Article			
	2. Summarizes Authors Reason for Writing Article			
	3. Gives Personal Reaction to Article			
	4. Includes Journal Name, Volume, Edition/Date			
	5. Appropriate Grammar and Punctuation			
Portfolio Assignment	**Required Work/Optional Submission**	☑	**Completed**	**Initials**

Trade Journal Article Summaries

	ARTICLE 3			
	1. Provides Introduction to Article			
	2. Summarizes Authors Reason for Writing Article			
	3. Gives Personal Reaction to Article			
	4. Includes Journal Name, Volume, Edition/Date			
	5. Appropriate Grammar and Punctuation			
	ARTICLE 4			
	1. Provides Introduction to Article			
	2. Summarizes Authors Reason for Writing Article			
	3. Gives Personal Reaction to Article			
	4. Includes Journal Name, Volume, Edition/Date			
	5. Appropriate Grammar and Punctuation			
	ARTICLE 5			
	1. Provides Introduction to Article			
	2. Summarizes Authors Reason for Writing Article			
	3. Gives Personal Reaction to Article			
	4. Includes Journal Name, Volume, Edition/Date			
	5. Appropriate Grammar and Punctuation			
	ARTICLE 6			
	1. Provides Introduction to Article			
	2. Summarizes Authors Reason for Writing Article			
	3. Gives Personal Reaction to Article			

	4. Includes Journal Name, Volume, Edition/Date			
	5. Appropriate Grammar and Punctuation			
	ARTICLE 7			
	1. Provides Introduction to Article			
	2. Summarizes Authors Reason for Writing Article			
	3. Gives Personal Reaction to Article			
	4. Includes Journal Name, Volume, Edition/Date			
	5. Appropriate Grammar and Punctuation			
	ARTICLE 8			
	1. Provides Introduction to Article			
	2. Summarizes Authors Reason for Writing Article			
	3. Gives Personal Reaction to Article			
	4. Includes Journal Name, Volume, Edition/Date			
	5. Appropriate Grammar and Punctuation			
	ARTICLE 9			
	1. Provides Introduction to Article			
	2. Summarizes Authors Reason for Writing Article			
	3. Gives Personal Reaction to Article			
	4. Includes Journal Name, Volume, Edition/Date			
	5. Appropriate Grammar and Punctuation			

Portfolio Assignment	Required Work/Optional Submission	☑	Completed	Initials
Trade Journal Article Summaries				
	ARTICLE 10			
	1. Provides Introduction to Article			
	2. Summarizes Authors Reason for Writing Article			
	3. Gives Personal Reaction to Article			
	4. Includes Journal Name, Volume, Edition/Date			
	5. Appropriate Grammar and Punctuation			
	HONORS ARTICLE SUMMARIES (13 Required)			
	ARTICLE 11			
	1. Provides Introduction to Article			
	2. Summarizes Authors Reason for Writing Article			
	3. Gives Personal Reaction to Article			

4. Includes Journal Name, Volume, Edition/Date			
5. Appropriate Grammar and Punctuation			

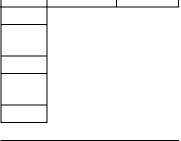| *ARTICLE 12*			
1. Provides Introduction to Article			
2. Summarizes Authors Reason for Writing Article			
3. Gives Personal Reaction to Article			
4. Includes Journal Name, Volume, Edition/Date			
5. Appropriate Grammar and Punctuation			

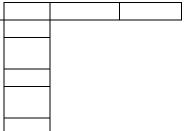| *ARTICLE 13*			
1. Provides Introduction to Article			
2. Summarizes Authors Reason for Writing Article			
3. Gives Personal Reaction to Article			
4. Includes Journal Name, Volume, Edition/Date			
5. Appropriate Grammar and Punctuation			

Content Specific Forms

Safety Report (AVCTC form from scenario)			
Work Order, or Field Specific Form (Instructor approved)			
Requisition, or Field Specific Form (Instructor approved)			

Senior Project

Formal/Informal Proposal (see attached guidelines)			
Materials and Supplies Checklist (see guidelines)			
Planning Phase Completed (see guidelines)			
Process Phase Completed (see guidelines)			
Product Phrase Completed (see guidelines)			

FINAL SIGN-OFF FOR CREDIT:

_____   _____

       Position: **Date**

All work must be submitted for approval to your instructor. After the work is completed, and approved, it
should be stored in your Career Portfolio. Final Sign-Off for the Communication Arts Embedded Credit
will require review of your Career Portfolio with all submitted and approved assignments.