The Capstone Portfolio must include the proposal, plan, timeline, and journals of progress using evidence resulting from the student’s research and efforts.

**What will be in your PORTFOLIO??**

I. **PROPOSAL:**
Your accepted proposal letter, signed by parent/guardian and Capstone teacher must be included.

II. **TIMELINE:**
Your completed timeline of due dates, meetings, work periods, presentation dates, etc. must be included. A timeline should be completed PRIOR to beginning your project and needs to be included with your proposal.

III. **JOURNAL OF PROGRESS**
Journals are to be completed by scheduled deadlines and submitted via paper, myBlueprint, blog, or email.

To help you stay on task, be accountable for your scheduled timeline, and effectively reflect on your experiences, you will keep a bi-weekly Journal of Progress throughout the project. The Journal of Progress will be a quick and efficient way to show your teacher exactly where you are in the process and will serve as an invaluable resource when you write your final reflection at the end of the year. The completion of the journals is mandatory. Each journal will be assessed (according to the rubric) and will comprise a large portion of your final grade for the Capstone course.

Journal due dates:

- Fri, Jan 17
- Fri, Jan 30
- Fri, Feb 14
- Fri, Feb 28
- Fri, Mar 13
- Fri, April 3
- Fri, April 7

- Each journal entry should be dated and titled based upon the part of the process in which you are currently working.
- Journal entries are a personal documentation and reflection of your journey. Each entry can be conveyed in multiple mediums (written, collage, video, audio, picture etc.).
- Each entry should address the following:
  - A summary of your progress for these 2 weeks
  - Your needs, including time, space, materials, and personal contacts
  - Any obstacles you have encountered and how you moved forward despite them
  - Any obstacles you anticipate encountering moving forward
  - An explanation of what core skills you employed during your work and what learning that took place
  - Your goals and deadlines for the next 2 week period

IV. **EVIDENCE & ARTIFACTS:**
This includes any or all of the formats listed above that demonstrate your research, progress, efforts, and correspondence; in short, anything you used to complete this project. Research notes, media such as photographs, videos, music, models, websites, podcasts, interest & ability assessments, business correspondence, marketing & financial information, etc.