**Portfolio Checklist**

Fill out this form and staple it to the topic of your portfolio

**Incomplete Portfolios**

**are**

**NOT PASSING**

✓ Put a check mark next to each item below to indicate that you have checked

to ensure the particular essay is included as described.

 \_\_\_\_\_\_\_\_\_ Reflective essay

 Clean, revised final copy only (no drafts or outlines)

 \_\_\_\_\_\_\_\_\_ Out-of-class essay

 Clean, revised final copy only (no drafts or outlines)

 \_\_\_\_\_\_\_\_\_ In-class essay

 Original, not revised, grade sheet and outline removed

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_