

2007-2008 MGT Portfolio Checklist

_____ Physical Portfolio is due on **Monday, November 5, 2007 by 11:30 a.m.** (You may submit as early as Nov 1)

(Students wanting to be considered for Distinguished Portfolio should submit their portfolio on November 1)

_____ **E-mail Notification of Acceptance by Faculty Assessor**

(no later than Tuesday, November 13, 2007 by 4:00 p.m.)

_____ **Physical Portfolio Binder**

(1 1/2 = inches or less, pockets on front and rear covers, with tab divider as specified.)

_____ **Title Page**

_____ Name

_____ School address

_____ Wittenberg box number

_____ Telephone number with voice mail

_____ E-mail address

_____ term and year submitted (fall/20XX)

_____ post-graduation objective (with placement, if known)

_____ **Personal Biographical Paragraph Page**

_____ **Resume**

_____ **Information Skills Resume (I-Skills Resume)**

_____ **Portfolio Element Summary form**

_____ **Portfolio Element Analyses (all together)**

_____ **Portfolio Elements (minimum 3, maximum 5 samples of your own work) each with a tab divider specifying the element descriptive title that matches the title specified on the Portfolio Element Summary form**

_____ **5 faculty/manager assessor information sets, in the front pocket of the binder (This is in addition to the same pages that are a part of your portfolio. Each set should include title page, Personal Biographical Paragraph, Resume, I-skills Resume, Portfolio Element Summary form, and all portfolio element analyses; please connect each set with a paper clip. One set each will go to your two faculty assessor, your 2 manager assessors, and 1 to be used in portfolio research)**

_____ **Personal Biographical Paragraph Page on CD**

_____ **Portfolio Oral**

_____ **Portfolio Oral scheduled (at the time of portfolio submission)**

(This year's orals are November 19 and 20, 2007 between 9:00-5:00; Orals for Distinguished status are Tuesday afternoon—please leave this time open.)

_____ **Portfolio Oral prepared**

_____ **Show up for Portfolio Oral date: _____ time: _____**