

Advisor Checklist

Student Name _____

Circle One:

Proposal approved between May 22 & October 17, 2023

Yes No

Project Documentation Sheet Signature Page

Yes No

Supervisor Verification Sheet

Yes No

Completed portfolio turned in 2 weeks prior to presentation

Yes No

Met a minimum of three times with advisor throughout process
(suggested by November 17, January 26, and March 15)

1 2 3

_____ Portfolio contains all required documentation

_____ Cover page

_____ Resume

_____ Proposal/Documentation Sheet/Supervisor Verification Sheet

_____ Journal Entries

_____ Project Summary

_____ Signed and Totaled Hour Log

_____ Advisor Checklist (will be added once completed)

Advisor Signature

Date