Valley New School
Project Binder Components

The binder you bring to assessment for each project should contain all components of your project and be separated by tabs into the following sections. Each section should contain the items listed below, organized, and in the order as listed on this page. You must have your binder with tabs, along with those items marked with an asterisk (*) for your proposal meeting. A complete project binder at assessment will contain all of the following:

Section 1: Proposal

☐ Project Checklist*

☐ Completed Project Proposal Guide signed by parents*

☐ Questions for Research/Outlines/Web*

☐ Performance Rubric, complete with communication and focus skills*

☐ Standards*

☐ Project time log,* with hours totaled

☐ Any other time management tools such as to-do lists, post it notes to yourself, etc.

Section 2: Research

☐ Articles/Websites, organized, documented, and highlighted and/or paraphrased on note-cards

☐ Fliers/brochures and/or permission slips from project field trips

☐ Documentation of all live sources: interviews, notes, logs/journals, emails/letters, and copy of thank you letters

☐ Organized notes, paraphrased in your own words

☐ Source list/source cards

Section 3: Planning

☐ Sketches, plans, stencils

☐ Outlines of written products and final analysis

Section 4: Drafts

☐ Written products, numbered and signed by the editors (at least one each from a peer, parent, advisor)

☐ Written work for displays

☐ End-of-Project Analysis

☐ Works Cited

Section 5: Final Products

☐ Written products

☐ Works Cited

☐ End-of-Project Analysis

☐ Copy of Annual Portfolio project slide