

PORTFOLIO

PORTFOLIO CHECKLIST

A portfolio is a good way to strengthen learning. An Entrepreneurship Capstone Experience portfolio should include all forms, references, and activities associated with the Experience: proposals, research information, logs, journals, business plan drafts, etc. Portfolio items should be accurate, clean, neat, in sequence, assembled, labeled, and filed in a binder (or in some other organizer) for future reference.

Recommended items:

- The Entrepreneurship Capstone Checklist
- Letter of Intent
- Topic Selection Form
- Parental Approval Form
- Business Plan- Draft and Final Copies
- Journal
- Evidence of work, e.g. materials collected such as graphs, photos, etc.
- Copy of Oral Presentation
- Final letters to judges and others
- Faculty Advisor's Records
- Mentor Records
- Personal Résumé
- Other records of learning experiences

ENTREPRENEURSHIP EXPERIENCE PORTFOLIO TABLE OF CONTENTS

All contents must be clean copies and separated by dividers or title pages.

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• Entrepreneurship Capstone Experience Overview	
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ENTREPRENEURSHIP EXPERIENCE JOURNAL

1. All students must complete a Journal as a part of their Entrepreneurship Experience. The Journal is a component of the Experience portfolio.
2. Students should record at minimum of one entry per week during the Project period.
3. Include the following information at the top of each Journal page: the date and the number of hours that you worked on the Project during that particular week.
4. Each entry covers the following:
 - a. Describe what you did on the Entrepreneurship Experience during that week.
 - b. Write your personal reaction or evaluation of what you did that week. Some things you may wish to include:
 - i. Did you like what you were doing? Why or why not?
 - ii. Did everything happen exactly as you expected, or were there some surprises?
 - iii. How will you benefit from what you are learning?
 - iv. What frustrations did you experience?
 - v. What successes did you achieve?

Please note: Even if your entries are repetitive in nature, your Journal must meet these minimum requirements.

5. Remember that your Journal will be read by your Faculty Advisor and the Entrepreneurship Experience Steering Committee.
6. It is your responsibility to have your Faculty Advisory check your Journal each week.

ENTREPRENEURSHIP EXPERIENCE REFLECTION

Directions: Using the format below, use complete sentences to complete the reflection and professional in appearance.

Your Name
Faculty Advisor's Name
Instructor's Name
Mentor's Name
Date

Reflection

What were the total hours spent on the Entrepreneurship Experience? (This calculation does not include class time.)

- A. Research
- B. Business Plan Development
- C. Mentoring

What were at least two of the largest problems you encountered as you worked on the Entrepreneurship Experience?

- A.
- B.

What did you do to manage your time?

What did you learn from the experience of working with other people?

What personal satisfaction was gained from this Experience?

Briefly describe the "risk" you took in completing this Experience. Include what you consider to be the "stretch" for you.

How were your original plans for the Entrepreneurship Experience the same or different from the final outcome of your Project?

Assess the success of your product.

What did the Entrepreneurship Experience teach you about yourself?

What would you do differently now that you have finished?

What grade would you give yourself for the Experience? Give your justification.

ENTREPRENEURSHIP EXPERIENCE SELF-EVALUATION

1. Describe your Entrepreneurship Experience in at least 25 words.

2. Estimated total hours spent on your Entrepreneurship Experience:

Date Started _____ Date Completed _____

3. List type of resources and materials used to complete project:

Circle the appropriate response

- | | | | |
|--|-----|----|-----|
| A. Did community resources help? | Yes | No | N/A |
| B. Have you asked for advice/comments about your Experience from other people? | Yes | No | N/A |
| C. Did you utilize task analysis and time management principles? | Yes | No | N/A |
| D. Have you ever done a project like this before? | Yes | No | N/A |

E. Explain:

F. Materials:

4. Respond in 25 words or less:
- A. Would you feel comfortable showing your Business Plan to an expert for evaluation?

 - B. List three things that you now know after completing your Entrepreneurship Experience.

 - C. List the personal satisfaction you gained from this Project.

 - D. Describe what risks you took in completing this Experience. Consider not only a physical risk, but also an emotional or intellectual challenge.

 - E. How do you feel your Entrepreneurship Experience would compare to other similar Experiences? Explain.

 - F. How did your project allow you to learn more about your career cluster?