

# Advisor Checklist

Student Name \_\_\_\_\_

Circle One:

Proposal approved between May 20 & October 15, 2024

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 15, January 24, and March 14)

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)

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Advisor Signature

Date