

Senior Project

East Nicolaus High School

2010

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Introduction to the Senior Project

What is the Senior Project?

The Senior Project is designed to provide you with the opportunity to apply all that you have learned in twelve years of school to a project which will challenge all of your abilities, stretch your limitations, and reward you immensely!

The Senior Project consists of four major components: the research paper, the project/product, the portfolio and the presentation. This handbook will guide you through the process. It includes most of the information and forms you will need to complete the project.

The project is the core of the Senior Project experience. You will be choosing a project which extends your learning, stretches your potential, and challenges your abilities. What that may be is up to you. The goal is to choose a problem and act on it by finding or discovering something that you've never done or knew before but always wanted to do or learn and that also supports your community.

For example... A possible project for someone who might be interested in a career in advertising would be to design an effective sustained advertising campaign around a societal problem, such as teenage smoking---MORE than just a single poster or recording.

The Research Paper Due: _____

After you've decided upon a project, you will need to know more about how to complete it. That's where the research comes in. Along with your English teacher and your advisor, you will select a topic for your paper which will help you to learn more about your chosen focus.

For example... If you planned to design the advertising campaign, wouldn't it be helpful to know about what makes for effective advertising? You might want to write a research paper entitled *The Art of Advertising: What goes into an effective advertising campaign.*

The Project/Product

You will choose a product that will showcase your knowledge, skills, and creativity. Products are an application of the knowledge gained through:

- Demonstration
- Produced commodity
- Community contribution

This product will be done on your own time outside of regular school hours with a minimum of 15 documented hours, which you will journal (see outlined form). As you'll discover, your product should stretch your potential and challenge you.

The Portfolio

Since much of the work on your Senior Project will be done outside of class, you will want to keep accurate records of the time you invested, how much money you spent, where you went, who you talked to, what you learned, and so on. The portfolio is simply a place to keep all of this information and to reflect on each stage of the project. Your portfolio will be examined by your Senior English teacher and graded for completeness and attention to detail. You will bring the portfolio when you meet with your English teacher once a month for guidance and support. You will include in your portfolio the filled out forms that are in this handbook.

The Presentation

You will make a formal presentation to a panel made up of your parents, teachers, fellow students, and other community member. You will discuss your project and paper, the process you followed, what you learned along the way, and your personal growth as a result of your ambitious project. If you've chosen a project which really excites you and captures your interest, your enthusiasm will shine through to your panel.

Chapter 2

What is expected of me?

Project Time Line

- Teacher-Student meeting regarding Senior Project_____9/20
- Establish mentors for Senior Project_____9/29
- Presentation of Paper Topic_____10/18
- Thesis/Outline due to Teacher_____12/6
- Senior Project mid-point review_____1/3
- Create Panel for presentation_____3/23
- Verification of Community Service Due_____3/31
- Speech Outline Due_____3/28
- Teacher-Student meeting with final draft_____3/7
- Senior Project presented to panel_____4/6

How will the Senior Project be graded?

1. The Senior Project will be worth twenty-percent of second semester grade.
2. The Research Paper, Product/Project, Portfolio, and Power Point Presentation are worth equal points as seen on the rubric
3. MLA will be graded pass or fail.

Minimum Requirements of the Project/Product

Your project must...

- Be a personal *stretch and challenge*,
- Take a minimum of fifteen individual hours outside of class time, writing your research paper, and portfolio or reflection journal. The fifteen hours are your research hours only,
- Be approved by your advisor, English teacher and **by your parents**
- Be individual—no group projects (your project cannot depend on the success or failure of another student).
- Must serve or support your community in some way
- And, of course, be legal!

How do I select a topic or a project and what is expected of me?

This is a question that you should discuss with your parents, teachers, advisor, and friends. You will select a topic/project that encompass an interest or a passion that allows you to create both a paper of five to ten pages with research and a project demonstrating that research. You are also required to present a ten to fifteen minute Power Point presentation to a panel that demonstrates

the project, the process, the learning experience, this time will include a question and answer period. Students are required to establish a mentor and meet with their assigned advisor four times during the projects development.

Acceptable and Unacceptable Projects:

Examples of **OUTSTANDING** projects:

- School Wide Blood Drive: Benefits community and get ENHS students involved
- Knitting for the Homeless: Creative and helpful to community
- Presentation on historical disaster or current foreign affairs. Ex. Manzanar or Defur
- Locks for Love
- PR campaign to promote your Small Learning Community
- Organizing an after school program for middle or elementary schools

Examples of **UNACCEPTABLE** projects:

- Volunteering for a family's daycare
- Volunteering for a shelter or food closet for just one day
- Selling brownies on campus to donate money to an agency
- Music at lunch

Research and Project Purpose

The purpose of the Senior Project is to reflect and create graduating seniors who are thinking, creative, analytical, and community oriented young adults. The project should inspire the student to explore the topic of study for the purpose of community, self-improvement, education, and/or a career focus.

Chapter 3

Who will be involved and helping me with this challenge?

English Teacher

Your English teacher will assist you with the writing of the research paper and MLA formatting.

Project Advisor

Your advisor and English teacher will likely be the same person, but the advisor role will allow you to get more one-on-one attention and ask questions that you have about your specific project. She will discuss with you the practicality of your project and verify your progress and your project completion on January 3rd. Your advisor is your on-campus resource for basic questions, general guidance, and project verification. If your project has not been completed and verified prior to the date of Senior presentations, you will not be allowed to present it to your panel. If you would like to meet with your advisor more than the scheduled times, which are required, please do not interrupt her class. Come by before or after school, or schedule additional time.

Over break create a list of several ideas for your Senior Project that you would like to consider for your project and discuss with your advisor. Do not come empty handed!

Senior Project Conference

Purpose: The Conference is to formalize the project and research.

At this point you should have a clear idea of your project. The Conference will be a quick sign-off process. It will serve as a formal announcement of the physical process and areas of research.

If you have not selected a topic, this serves as a wake-up call. You will be asked to announce your decision for your project at this meeting. You will need to come to this meeting with your brainstorm sheets to help facilitate the decision-making process. The teacher will help you through inquiry and help you reflect upon the work you have already completed.

Teacher Approval Form

Purpose: A formal agreement between the student and the teacher. The form will be a contract between you and the teacher.

Mentor Guidelines and Letter

Purpose: You will be required to find a mentor who works within the field or has extensive knowledge of what you intend to research for this project. You will write the mentor a formal

letter requesting their supervision and guidance throughout the project. A copy of the letter along with the Mentor Approval Form should be submitted to your teacher.

Panel Member Guidelines

Purpose: Members of the community will be invited by you to give you an audience for your presentation. The panel will ask you questions about your project.

Do I need my parents' permission?

Yes, regardless of your age, you must have parental permission for your Senior Project selection.

Parent/Guardian Notification Form

It is not only important, but it's required that your parents know about the Senior Project, what you're planning on doing, and how important it is to your success in your second semester of English. Get your parents to sign-off on your project BEFORE you start to work on it. Use the **Parent/Guardian Notification Form**. Once you turn it in, this becomes another permanent part of your portfolio. Due: September 29, 2010.

Chapter 4

The Process/Reflection Paper

Now that you have completed your research and your product, it is time to reflect upon your experience. Review the Process/Reflection Rubric for specific expectations. You will write an essay explaining the following:

- Brief description of your project
- Connection to Research
 - What did you find interesting and/or enlightening?
 - What did you learn that supports or contradicts information from your research? Use specific information/data from your research paper using correct MLA citing procedures.
- Personal Growth
 - What did you learn about yourself as a person?
 - What personal growth did you experience?
- Benefits
 - What are the benefits of completing your specific project? Who and/or what benefited?
- Conclusion
- Due Date: After the panel of senior projects are complete, you will write the reflection paper in class.

Requirements

- Minimum 500 word essay
- Typed in Times New Roman 12
- Have a title page, which identifies the student, date, class, and English instructor
- Be properly MLA formatted with one-inch margins, double spacing, and twelve-point standard font
- Use accurate MLA parenthetical references
- Use charts and graphs when appropriate, but DO NOT use clip-art and drawing merely for the sake of decoration. (Charts and graphs are not considered part of your 500 words).

Chapter 5

The Portfolio

Your Senior Project Portfolio documents the entire Senior Project process, from start to finish. It is simply a collection of all the forms, documentation, and evidence you've collected, neatly packaged in simple three-ring binder for your Senior Panel to let them see how much effort you have put into your Senior Project. It is developmental in nature and documents the acquisition of knowledge and skills, personal growth, and self-reflection. It lets the panel get to know a little about you and what you learned before they watch your presentation. Since this is the first impression the panel will have of you and your project, you want to make sure it is a good one and you want it to look professional.

Remember

- Keep a working file to collect materials for the final portfolio
- Work regularly and consistently. This is not a project that can be done well at the last minute!
- Be sure photographs are labeled with name, date, and photo topic.
- Use blue or black for text or type. Colored ink should enhance, but not overpower the portfolio. Use colorful tabs and dividers to enhance your work.
- Enjoy—this is a picture of you. Make it your best work!
- Your portfolio must be checked off before you can present to your judges!

Keep all forms and documents as you collect them in your three-ring binder. Make sure they are completely filled out with all the proper signatures. Your portfolio grade depends on completeness and accuracy.

Review the Portfolio check list for proper sequencing and the Portfolio Rubric for other criteria.

Chapter 6

The Presentation to the Senior Panel

Your journey has taken you many places...

I hate public speaking; I always get so nervous!

If you've finished your project to the best of your ability, prepared your portfolio, and given your best effort on the research paper, you should not be nervous about your presentation—you should be proud of the work you have done. Senior Panel is your opportunity to shine—to tell the world what you have accomplished!

The Letter of Introduction

You will write a Letter of Introduction that will be placed at the front of your portfolio as the portfolio is evaluated. One of the first impressions the panel will have of you will come for this letter. The purpose of this writing is to give your panel members an introduction to you as a whole person beyond the work you have done on the Senior Project. They will be able to see you as a young adult with goals, interests, and opinions. When they hear you speak at the Senior Panel, they will most likely bring these insights into their understanding and consequent assessment of your presentation. This letter; therefore, must demonstrate your best writing and must be a sincere expression of how you perceive certain aspects of yourself.

The Letter of Introduction may include any of the following topics:

- Family background
- Hobbies
- Schooling
- Goals
- Driving principles or passions
- Individual talent
- Handicaps or unusual circumstances
- Experiences with the Senior Project or other intense learning activities
- Reflections on your high school career
- Views on any subject you think will give the panel useful information

The Presentation

The culminating activity for your Senior Project will be your Senior Panel. Your Panel consists of parents, teachers, and community members. Your speech will be ten to fifteen minutes in length with four to five minutes for questions and answers. You should plan to be rehearsed and professional in your manner, dress, and appearance.

You will have multiple opportunities to practice your presentation and hone and refine your presentation skills in your English class.

Minimum Requirements of the Presentation

Your presentation must...

- Be ten to fifteen minute in length, with a five minute question and answer period
- You lose 5 points for every minute your presentation is short. Be sure to practice with a timer to ensure your presentation covers all the necessary components.
- Include a Power Point presentation to provide physical evidence of your accomplishments
- Address not only the project and the research, but the stretch, challenge, and personal growth as well.
- You will receive a grading rubric to guide your presentation preparation

The following elements should be explained in the presentation:

Goal of the project-You should explain:

- Final goal of the project (create a product, prove a thesis, demonstrate a new skill, inform others, etc.)
- Why this goal was chosen

Steps to achieve goal

- How the project was accomplished, including important resources used
- Any problems encountered
- How problems were solved

Self-Reflection

- What did you learn about yourself by doing this project?
- What did you learn about others?
- Would you recommend your project to other students?

Questions

- You will answer questions for the panel

Make sure you review the Presentation Rubric and have identified all the criteria for a good presentation.

Equipment Request Form

Do you need anything special for your presentation? CD player? DVD player? VCR? Think ahead and complete the Equipment Request Form that your English teacher will have for you to ensure that you have everything you need to make this a great presentation. You need to submit this form a minimum of three weeks prior to your presentation.

Congratulations! You made it! If your project went well, the Senior Project was a significantly rewarding experience, partly because you designed it start to finish; it is YOUR project.

Do not forget all the many years of hard work you spent honing the skills you put to good use in your senior year. We are proud to send you off into the world as an East Nicolaus High School Graduate.

Dates and Details:

Due Date	Required Element	✓ Completed
9/20	Advisor Agreement Form <ul style="list-style-type: none"> • Teacher-Student meeting regarding Senior Project 	
9/29	Senior Project Approval Form <ul style="list-style-type: none"> • Establish mentors for Senior Project 	
9/29	Parent/Guardian Notification Form	
10/18	Project Proposal <ul style="list-style-type: none"> • Presentation of Paper Topic 	
12/6	Thesis/Research Paper <ul style="list-style-type: none"> • Thesis/Outline due to Teacher 	
In class	Process/Reflection Essay	
3/28	Equipment Request	
3/31	Community Project Verification Form <ul style="list-style-type: none"> • Verification of Community Service Due 	
4/4	Portfolio	
4/4	Conference Record	
9/29	Mentor Agreement	
Begins 4/6	Panel Presentation of Senior Project <ul style="list-style-type: none"> • Senior Project presented to panel 	

Advisor Agreement

Senior Project

All Advisors shall complete the form below:

Student's Name _____

Advisor's Name _____

English Teacher's Name _____

I, the undersigned, have met with the above named student and am willing to be his/her advisor for Senior Project at East Nicolaus High School. I acknowledge that the student will work on his/her project during the school year, and that I will offer assistance in completing the project phase.

I understand that I will be a resource and consultant for the student and will be asked to verify the student's progress and hours spent. I also understand that the Senior Project is the sole responsibility of the student and that I am not to complete the project for the student.

I understand that I will work with the student by phone, e-mail, or on-site at East Nicolaus High School.

Signature _____ Date _____
Advisor

Advisor/Advisee Meeting Log

Senior Project

This document should be a reflection of the meetings between the student and the advisor. The student is responsible for keeping the log in his or her portfolio. Please have this log available every time you meet with your advisor.

Student Name _____

Date and Time	Activity and Commentary	Advisor Initials

Mentor Approval Form

Senior Project

You have been selected by the senior, _____, to give the “go ahead” for his/her project choice. It is important that this student have an opportunity to discuss the feasibility of his/her project with someone who would know if it would be within the range of the student’s skills: Or not challenging or large enough to count as a worthy project with a “learning stretch.”

The minimum requirements are as follows:

1. A minimum of twenty hours must be spent in completing the project
2. Project must be completed outside normal school hours
3. Project must be a learning stretch with a clear purpose
4. Project must be related to student’s research paper

You will not be held accountable for the outcome of the student’s project. We hope that your input will assist the student in completing his/her project on time, and in a professional manner. At the same time we hope you and the student enjoy and learn from this experience. Thanks for your support.

Date of meeting _____

Mentor’s name _____

Mentor’s Phone Number _____

Mentor’s experience within student project area:

Comments/Suggestions

Mentor Signature _____

Student Signature _____

In addition, East Nicolaus High School cordially invites you to the Senior Project Fair on April____. Every senior will have their project on display; it is a wonderful chance to see what these hard-working students can produce. A formal invitation will be delivered in early April. We look forward to seeing you.

Senior Project Approval Form

Senior Project

To be completed during Senior Project Selection Meeting.

Student Name (please print) _____

Date _____

Senior Project Advisor _____

English Teacher _____

Description of the Proposed Project (please include the steps you will take to complete your project).

(You may use the back of this form if more description or discussion is necessary).

After satisfactorily completing a Project Selection Meeting with my Senior Project Advisor, I hereby agree to complete the above stated project in partial fulfillment of my Senior Project requirement. I understand that I will not be allowed to change my topic once it has been approved. I understand that I must also obtain my parents’ or guardians’ permission on the proper form before this agreement is valid.

Student Signature _____ Date _____

Senior Project Advisor Signature _____ Date _____

NOTE: In order for your approval process to be complete and obtain final approval, this signed form must be submitted along with your Parent/Guardian Notification Form and Outside Mentor Form for inclusion in your portfolio. Also, your Senior Project Advisor will need to review these forms for you to submit your project proposal for use in your research paper topic selection. You

have made a commitment to complete this project, and you will not be permitted to change the topic after the final approval.

Parent/Guardian Notification Form

Senior Project

Student's Name _____

Parent's/Guardian's Name _____

Address _____

Parent/Guardian Phone Number-Home _____ Work _____

As a parent/guardian of _____, a senior at East Nicolaus High School, I am aware that my son/daughter must participate in Senior Project activities. The Various component of the Senior Project will be 20% of the second semester grade for his/her English 12 class.

For the Senior Project, my son/daughter has chosen to:

I have read my son's/daughter's Project Proposal. He/she has my permission to complete this project, and I agree to release East Nicolaus High School and its employees from all claims arriving from financial obligation incurred, damage, injury, or accident suffered while my son/daughter participates in the project that he/she has chosen. My son/daughter has _____ to be his/her Advisor for the Senior Project. The above named Advisor has agreed to the responsibilities outlined in the Advisor Agreement form and letter.

Parent/Guardian Signature _____

Student Signature _____

Date _____

Outside Mentor: I hereby _____ DO _____ DO NOT (*check one*) authorize my son/daughter to meet his/her Outside Mentor off-campus for the purpose of working on the Senior Project. (Outside Mentor's Name _____)

Project Proposal Form

Senior Project

Use the following information to help you with your proposal. Use the same format and category title as shown below.

Title and Brief Description

Explain which issue you want to study (be specific), and explain what you know about the issue and why it is a problem. Imagine that your reader does not know much about the issue, and you are explaining what this issue is all about and why it is important.

Research Paper

Explain the focus for your research paper. What specifically will you need to research (find out) and learn in order to be able to do a project? Who and What do you plan to use for resources? Include names of two people/authorities you plan to interview for information and identify their expertise/background.

Product

What product will you create or service will you perform? Who or what will be involved? What problem might you encounter? Be specific and provide details.

Presentation

How will you present your project to the Senior Panel?

Challenge

What kind of challenge will you encounter? Remember that the Senior Project is designed to stretch your limits and skills by exploring a new area or skill or by developing and extending a skill beyond your current skill level; it is not an opportunity to repeat something which you already know or have done.

Materials and Cost

What costs might be involved in this project? Think about hidden cost, those things that you do not purchase from the store.

Other Needs

Explain any other issues that need your attention.

Plagiarism

Explain what plagiarism is and consequences of plagiarizing or falsifying any information including the fact that this would result in a failing grade. Conclude with a clear statement affirming that you will not plagiarize or falsify any information in your research, your research narrative, or your project itself.

[Your Signature]

[Your Typed Name]

Project Proposal Approval Form

Senior Project

To be completed by _____

Advisor

For _____

Student

APPROVED _____

Advisor signature when approved

Date

APPROVED _____

English Teacher's signature when approved

Date

NEEDS REVISION/IMPROVEMENTS

[X indicates areas needing improvement]

1. _____ **Title and Brief Description**

[] Issue to study

[] Why you chose this area

[] What you already know or have accomplished in this area (your experience in detail)

[] Why is it a problem

2. _____ **Research Paper**

[] What specifically will you need to research/learn in order to be able to do the project

[] Possible resources, including people/authorities you plan to interview

3. _____ **Product**

[] Describe your project, giving specific detail

[] What will you do

[] Who/what will be involved

[] Identify a possible mentor to guide/help you

[] Estimate time required to complete project

[] What will be the completed product

4. _____ **Presentation**

[] How will you present your project for the panel

5. _____ **Challenge**

[] What kind of stretch and challenge does this present

6. _____ **Materials and Cost**

[] Explain materials needed for the project

[] Explain costs associated with the project (obvious and hidden)

7. ____ **Other Needs**

[] Explain other issues you need to address

8. ____ **Plagiarism**

[] Explanation of your understanding of what plagiarism is

[] Consequences of plagiarism or falsifying any information

[] Statement that you will avoid plagiarizing or falsifying information

9. ____ **Mechanics**

[] Clear and complete sentences

[] Correct spelling, grammar, capitalization, and punctuation

[] Block format with one inch margins

[] Communicates clearly what you mean to say

Project Log Form

Senior Project

Student Name _____

Date and Time	Activity and Commentary
Total time:	

Senior Project Conference Record

Senior Project

Name _____

Date _____

Conference Date _____

Panel members must sign this form by April _____. Be prepared to discuss your Senior Project; an emphasis will be placed on your ability to qualify your project as a learning stretch. Use the bottom and back of the page for your explanation.

1. The area I have chosen for my Senior Project is _____
2. My area of research will be _____
3. My project will be _____
4. A possible mentor for my project _____
5. I estimate that my project will cost _____
6. How did you determine this figure? _____

7. My Senior Project should take _____ hours to complete
8. Community Service Project _____
9. Community Service contact (Name and Phone) _____
10. **My parent or legal guardian supports my decision by signing below**

Name _____

Date _____

Panel Approval

Approval: _____ Date _____

Approval: _____ Date _____

Approval: _____ Date _____

Approval: _____ Date _____

Community Project Verification Form

Senior Project

I, _____, certify that senior student _____ carried through and fulfilled their project responsibilities for their senior project.

 Community Signature

 Date

Please provide a brief summary of how the student executed his or her project below.

If you have any concerns about the performance or completion of the project please talk to the senior before the completion of the project. The discussion should allow the student to improve and complete his/her project properly.

Portfolio Checklist

Senior Project

This checklist list will help you put your portfolio in the correct sequence. Make sure you are familiar with the Portfolio Evaluation Form.

___ Cover Page for the front of your portfolio (Senior Project and year, your name, school, and English 12 teacher) Do not use color, but look professional.

___ Letter of Introduction to the Panel (3 copies) to hand out before you begin

Secured in Portfolio (Your Table of Contents should be very similar to below.)

___ Title Page (similar to Cover Page)

___ Table of Contents (with pages notated)

Divider: Forms

___ Advisor Agreement Form

___ Senior Project Approval Form

___ Parent/Guardian Notification Form

___ Community Verification Form

___ Mentor Letter

___ Mentor Agreement Form

___ Mentor Evaluation

___ Project Proposal

___ Project Proposal Approval Form

Divider: Logs

___ Advisor/Advisee Meeting Log

___ Project Log

Divider: Essays

___ Thesis/Research Paper (clean copy)

___ Process/Reflection Essay (clean copy)

Divider: Documentation/Other

___ All support documents for your project

Portfolio Evaluation Rubric

Senior Project

Student Name _____ Project Title _____

Passing score is 60 out of 100 points possible	Excellent (4)	Good (3)	Average (2)	Poor (1)
<p>Complete Portfolio – Required Elements Requirements are fulfilled:</p> <ol style="list-style-type: none"> 1. Cover Page 2. Letter of Introduction 3. Title Page 4. Table of Contents 5. Advisor Agreement Form 6. Senior Project Approval Form 7. Parent/Guardian Notification Form 8. Project Proposal 9. Project Proposal Approval Form 10. Project Log 11. Advisor/Advisee Meeting Log 12. Thesis/Research Paper 13. Process/Reflection Essay 14. Correspondence/Documentation 15. Community Verification Form (must be present for check off) 				
<p>Organization:</p> <ol style="list-style-type: none"> 1. The portfolio is in the requested order 2. The Table of Contents is numbered 3. Each page is numbered 4. Portfolio is in the requested binding 5. Contents are chronologically ordered where necessary 				
<p>Professional Appearance</p> <ol style="list-style-type: none"> 1. Portfolio is neat and professional 2. Color is used to enhance the layout 3. Pictures, artwork, etc. are laid out in an eye-catching way 				
<p>Time Management</p> <ol style="list-style-type: none"> 1. Met deadlines/check points/turn-in dates for portfolio 2. Met with advisor regularly 				
<p>Total Points (out of 100)</p>				

Signature of Evaluator _____ Date _____