Hicksville High School

Mission Statement:
The Senior Project will provide an opportunity for Hicksville High School seniors to demonstrate their individual knowledge and life skills by the formation of a research paper, project and presentation that will demonstrate competencies in writing, research, goal setting, communication skills, time management and oral presentation.

Senior Project Goals:
1. Seniors will complete a project demonstrating integrated skills and independent learning.
2. The Senior Project will provide depth and rigor to the curriculum of the Senior year.
3. Through the Senior Project process many community members will have the opportunity for positive school involvement and gain an increased awareness of school programs.

HANDBOOK Table of Contents:
Due Date Timeline/Checklist ................................................................. 3
Hicksville Senior Project & Components ............................................ 4
Research Paper Requirements ......................................................... 5
Poster Assignment Requirements .................................................... 5
Physical Project Requirements .......................................................... 6
Senior Presentation Requirements ...................................................... 6
Senior Presentation Information ....................................................... 7
Presentation Outline ........................................................................ 8
Senior Portfolio Viewing ................................................................. 9
Senior Project Presentation Model .................................................... 9
Portfolio Checklist .......................................................................... 10
Project Overview Guidelines ........................................................... 11
Student LOG Information ............................................................... 12
Senior Presentation Judges Information .......................................... 13
Mentor Information and Verification forms ..................................... 14
Mentor Time Sheet ......................................................................... 15
Sample Letter of Intent and Checklist ............................................. 16,17
Parent Consent and Release forms .................................................. 18,19
Rubric .......................................................................................... 20
TIMELINE FOR SENIOR PROJECT 2019-20

DUE DATE CHECKLIST (SUBJECT TO CHANGE)

MAY 2019: INTRODUCE PROGRAM TO 2020 SENIOR CLASS

SEPTEMBER 20: LETTER OF INTENT DUE (100)

OCTOBER 4: CLEAN COPY OF LETTER OF INTENT DUE

OCTOBER 4: SENIOR PROJECT RELEASE FORM DUE

OCTOBER 4: PARENT CONSENT FORM DUE (100)

OCTOBER 4: MENTOR INFORMATION SHEET DUE

SEPT-APRIL: PROJECT WORK; LOG ENTRIES

SEPT-APRIL: RESEARCH PAPER WORK (300)

NOVEMBER 2: POSTER DUE (200)

DECEMBER 20: ALL SHADOWING COMPLETED**

APRIL 3: THANK YOU LETTER DUE (100)

APRIL 9: PORTFOLIOS DUE (400)

MAY 14-15: PRESENTATIONS (400)

***ALL JOB SHADOWING DURING SCHOOL TIME MUST BE COMPLETED BY DECEMBER 20.
Hicksville High School Senior Project

SUCCESSFUL COMPLETION OF THE SENIOR PROJECT IS A GRADUATION REQUIREMENT FOR HICKSVILLE HIGH SCHOOL STUDENTS.

Significant portions of the Project will be completed in Senior Government and Senior English classes, and are required for passing these two courses.

A passing grade on each component of the Project is necessary for successful completion necessary to fulfill the graduation requirement.

SENIOR PROJECT COMPONENTS:

I. RESEARCH PAPER

II. POSTER

III. PORTFOLIO

IV. PHYSICAL PROJECT

V. SENIOR PROJECT PRESENTATION
1. **SENIOR RESEARCH PAPER Expectations:**

1. All HHS seniors (with the exception of those attending 4-County and other sites, as determined by the principal) will be required to write a research paper: (Per Mr. Gahagan)

2. The following is at the discretion of the English teacher:
   * minimum number of citations required
   * format and type of paper
   * type of documentation
   * due date for rough draft
   * weight grading procedures for the rough draft
   * final copy due date - grading procedure and weight for the final copy (areas of focus: mechanics, spelling, usage, content, organization, documentation, writing sophistication)

3. Each senior will have a free choice of topics for the senior project paper. Topic must be appropriate as determined by Mr. Gahagan. A good guideline is to choose a topic that holds significant interest to the student, and one where there is a large potential availability of information to be researched on that topic. *Topics that explore careers, hobbies, and life-long learning are highly encouraged.*

II. **SENIOR PROJECT POSTER ASSIGNMENT:**

A Visual Aid to introduce your Senior Project

75% or better

You are to make a poster on standard size poster board (22”x28”) according to the following guidelines:

______ 1. (20 points) Project title. Be sure your name is on the front.

______ 2. (20 pts.) Picture story of your topic. Photographs, drawings, or magazine cutouts are allowed.

______ 3. (20 pts.) Brief description of topic.

______ 4. (20 pts.) Creativity/Originality - “SELL” your project!

______ 5. (20 pts.) Neatness/Organization/Composition

Total (100 points possible)

_Due to Mr. Blue’s Government classes: ???????_
III. SENIOR PHYSICAL PROJECT Requirements:

1. All HHS seniors will be required to complete a related physical project.

2. There is a minimum of fifteen (15) hours of documented hours required. These hours are expected to be outside the regular school day.

3. There will be no maximum OR minimum limit to the dollar amount spent on the project. Students must realize that there is no relation between the grade and the amount spent.

4. This is an individual project. Students may NOT work together.

5. The proper level of difficulty will be approved by the authorization/steering committee.

6. All students participating in the Senior Project will be required to sign a district liability waiver, in order to release Hicksville Exempted Village Schools from potential risk or hazards involved in the Senior Project.

7. The project will be scored by a team of project judges, consisting of members of the community and/or school staff.

IV. SENIOR PROJECT PRESENTATION REQUIREMENTS

All HHS Seniors will be required to create a portfolio of the project and give an oral presentation following the completion of the paper and their physical project. 70% or better.

PORTFOLIO REQUIREMENTS:
The portfolio is a major component of the board judging. The portfolio is to contain but is not limited to the following: (see also CHECKLIST, later in packet) 70% or better.

★ A Table of Contents page - Senior Project Overview (this is the first item the judges will see and will give them a quick sense of what you did for your Senior Project.)

★ Research paper (Error-free, clean copy with no marks on it)

★ Letter of Intent (This initial letter allows the judges to see how you may have had to adapt your original plans)

★ Mentor Verification of Project form

★ Senior Project Log Entries

★ Project Collection. This includes a collection of physical evidence (pictures, CD’s, certificates, letters, charts, interviews, etc.) that would be beneficial for the judges to see.
PRESENTATION:

All seniors will be required to speak for **8 – 10 minutes**. Any speech exceeding the time limit will be stopped at 12 minutes. Electronic presentations may be used for a maximum of 2 minutes of speech time. Additional time will be allowed for questions by the judges. There will be a minimum of 3 judges composed of community and school staff. **70% or better.**

The student is expected to arrive for the scheduled boards early to insure that all things are ready to go.

A student will fail the senior board under the following circumstances:

- The minimum speaking time of 5 minutes is not met.
- The student comes late or leaves early.
- The student is not present for his/her scheduled time and has an unexcused absence.
- The final score (from the judges rubrics) does not meet the minimum passing grade of **70%**.

If the student is absent due to an excused reason, the presentation will be re-scheduled by the Senior Project Steering Committee.

If a student receives a failure on the board presentation, he/she will be required to re-present.

One chance to redo will be given within one week of the failure.

The steering committee will review any student’s board presentation if the student feels he/she may have been unfairly graded.

Parents may check the due dates and schedule of events regarding the Senior Project on the HHS web page.

Students will be encouraged to give a practice board speech in Senior English or Government class. Teachers will be available to advise.

The steering committee will review parental concerns. Parental permission is required for the project.
Presentación del informe:

All Presentations are to include the following minimum information. The order of information is suggested, but the Judges will be expecting to hear and see all of these components:

✓ Introduction: “Hello, my name is ........”

✓ Overview of the project: Also, make reference to the Poster

✓ Why I chose this project: Career exploration, hobby, other interest, etc.

✓ Detailed explanation and/or demonstration of the project: Chronology, hurdles, people involved, etc.

✓ What I learned from my related research: Make reference to the Research Paper

✓ How you will use the skills and/or information gained from your project

✓ Ask for Questions

✓ Thank the Judges
SENIOR PORTFOLIO VIEWING:

1. Each student will use a 3 ring binder for the portfolio, securing all pages.

2. The portfolio must include, but is not limited to everything listed on the PORTFOLIO REQUIREMENTS and checklist page.

Community Portfolio Viewing:

1. Projects may be made available to view at the May Awards program at the end of the school year.

2. Some physical projects may also be made available.

Senior Project Presentation Model:

1. The evaluation panel will consist of a minimum of three judges from faculty, staff and community.

2. The Senior Boards will be held on one or two consecutive days during in May.

3. Seniors will be released from class, and return after their designated appointment times for Senior Board presentations.

4. Classrooms or conference rooms will be used for the presentations. Judging may also be scheduled at specific locations due to the unique needs of the student/project.
STUDENT PORTFOLIO CHECKLIST:

The portfolio you are to prepare shall serve as a preview and overview of your project for the judges at the Senior Project presentations. With this portfolio, judges will formulate questions as well as get a sense of the depth and involvement of the Senior Project. The components listed below are required in the portfolio, but other pertinent artifacts may be included. Because of their importance in the judging process, portfolios should be neat and well organized. All parts of the portfolio should be clean, corrected and free of spelling errors.

1. _____ A 3-ring binder to secure all contents (10 points)
2. _____ A Table of Contents page (10 points)
3. _____ Senior Project overview (see separate page) (10 points)
4. _____ Research paper (clean copy) (10 points)
5. _____ Letter of Intent and Thank You letter (10 points)
6. _____ Parent Consent form, Sr. Project Release form, Mentor Info sheets (10 points)
7. _____ Mentor Time sheet(s) (10 points)
8. _____ Senior Project Log entries (10 points)
9. _____ Project Collection (pictures, charts, graphs, illustrations, etc.) (10 points)
10. _____ Presentation: Neatness, Readability, Attractiveness (10 points)

Total Possible: 100 points
SENIOR PROJECT OVERVIEW

In developing your one page overview, please address the following:

Name: ________________________________________________________________

Title of Research Paper: ________________________________________________

Synopsis of Research Paper:

Project Description:

Relationship between Project and Paper:

My background experience in this area:

Special things I’d like the judges to consider and look for:

Faculty/STEP Advisor: _____________________________________________
THE STUDENT LOG:

All students are required to keep project logs. A log entry is required for each day that work is done on the project. This may be done in a notebook form and/or in an electronic folder to be printed out later.

Be SURE to make backups if you chose the computer method.

The entry must begin with the date and the actual times (hours and minutes) spent that day on the project.

The descriptive part of the entries will involve writing of your successes, failures, fears, accomplishments, comments said and things done by your mentor that are helpful, and your feelings regarding the previously mentioned items. Remember that the log entry describes not only the work done, but also your emotions and reactions.

THE LOG IS VERY IMPORTANT to the faculty advisor and judges who evaluates the project. Time, effort, learning growth, and risk are most often seen through the logs. Therefore, UPDATE YOUR LOG EACH TIME YOU WORK ON YOUR PROJECT. Do NOT wait until the project is finished to complete the log. Your timely entries provide an accurate record of the entire project.

Instructions for completing log entries:

Include the following on the FIRST LOG PAGE ONLY:
- Name
- Research Topic
- Project topic and description
- Mentor’s name
- Position or experience with the topic
- Address and phone
- Date
- Total Time spent
- Starting and Ending time
- Description of what you did, etc. Use additional sheets/pages as needed.

For the remaining log entry pages include: (you may have more than one log entry per page)
- Date
- Total Time spent
- Starting and Ending time
- Description of what you did, etc.
- Use additional sheets/pages as needed.
Senior Project Judges Information:

Responsibilities:
1. Review the evaluation process with the community judges.
2. Inform the other judges of handicaps of the students being evaluated (if appropriate).
3. Collect all assessment information upon completion of the boards.
4. Refer tremendous discrepancy among scores to the steering committee for resolution.
5. Help community members feel comfortable and competent to assess the students.
6. Decide what is to be done if a student is interrupted during a presentation.

Problems/Solutions, should they occur:
1. Points will be deducted if the portfolio is not present.
2. Points will be deducted if a student has misplaced or lost the necessary items for the presentation.
3. The student may not change the order of presentation when the schedule is complete.
4. The student should make every attempt to be certain the audio-visual equipment works.
5. If the student has not completed the oral presentation in 12 minutes the presentation will be ended.
6. The student will fail if he/she does not show, or refuses to give a presentation.
7. The board will be rescheduled if the student is/or becomes sick.
8. If the physical project is too large to bring to the classroom, pictures/videos or models could be used, or a judging team will travel to the appropriate site.
9. A backup judge will be available if a judge does not show or is called away for emergency.

MISCELLANEOUS:

Parents may schedule an appointment with a member of the steering committee if there are any questions or concerns.

Parents will be notified if their student is in danger of failing of any of the major components of the project.

Parents or immediate family members may not serve as a mentor or judge for their child.

Steering Committee

On the days of the Project Presentations, the responsibilities of this committee are:

1. To meet and greet community people.
2. To be emergency replacements for any judge.
4. To coordinate the student helpers.
5. To deal with any “unpredictables” that may occur on the board days.
MENTOR INFORMATION

Student name: ______________________________________________________________

Record the home or work address and e-mail for your mentor where official correspondence will be sent. You must complete ONE of these addresses completely and accurately. If you have more than one mentor, please copy this form.

Mentor Information (Business):

Mr./Mrs./Ms. (circle mentor’s preference) Name (first and last): ____________________________
Title: ________________________________ Business: ______________________________
Address: ________________________________ City/ST/ZIP: _____________________________
E-mail: _____________________________ Telephone number (work): ________________________

Mentor Information (Home):

Mr./Mrs./Ms. (circle mentor’s preference) Name (first and last): ____________________________
Address: ________________________________ City/ST/ZIP: _____________________________
E-mail: _____________________________ Telephone number (home): ________________________

Verification of Mentor Contact

I have contacted ____________________________________________He/She has agreed to be (mentor’s name)
my mentor for my Senior Project.

____________________________________________ (mentor’s signature)

Faculty/S.T.E.P. Advisor: ____________________________________________________________
HHS SENIOR PROJECT MENTORSHIP TIME SHEET

Student’s name: ________________________________________________________________

Mentor’s Name/Establishment: __________________________________________________

Total Hours for this page: ______

<table>
<thead>
<tr>
<th>Date</th>
<th>Arrival Time</th>
<th>Departure Time</th>
<th>Total Time</th>
<th>Mentor’s initials</th>
<th>Faculty Advisor initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(SAMPLE) LETTER OF INTENT

(Your address)
Hicksville, OH 43526
Date

Mr./s. Faculty Advisor (first and last name)
Hicksville High School
958 East High Street
Hicksville, OH 43526

Dear Mr/s. Teacher: (last name)

Paragraph I: Describe the general area of interest; for example, history, art, music, science, etc. Then tell why you chose this area. Also explain what you already know about this area or what experience you have in the field. Include also why this experience will force you to grow, stretch, and risk your process of learning.

Paragraph II: This paragraph should concentrate on the specific area of your paper. What ideas do you hope to include and what sources do you plan to use. (Where will you find your information?)

Paragraph III: Begin with a transitional sentence showing the relationship between your research topic and your actual project. Then describe your project, what it will be, who’s involved, the potential cost, the estimated time you’ll need to spend on it, and possible resources.

Paragraph IV: Explain your understanding of plagiarism and its consequences.

Sincerely,

Your Name (first and last)
Student CHECK LIST for LETTER of INTENT

Evidence of the following must be included in the Letter of Intent. Please check the items to indicate that they are present:

✓ Submitted on Due Date
✓ Typed - Word Processor
✓ Proper full block letter form
✓ Student’s address and date
✓ Faculty advisor’s address
✓ Salutation
✓ Paragraph I complete:
  General area of interest Reason for choosing this area
  Describes present knowledge and/or experience in this area
  Describes how the student expects to grow from this and/or the risks involved
✓ Paragraph II complete:
  Describes specific area of the paper (ideas student hopes to include)
  Describe sources the student intends to use
✓ Paragraph III complete:
  Begins with a transitional sentence showing the relationship between the paper topic and the project
  Project description
  Who will be involved
  Estimated cost
  Estimated time
  Resources needed
✓ Paragraph IV complete
  Explanation of plagiarism and its consequences
✓ Closing
✓ Signature / Name
HHS SENIOR PROJECT PARENT CONSENT FORM:

As parent/guardian of _______________________________________________, a student at Hicksville High School, I am aware that my son/daughter must complete and pass each of the phases of the Senior Project in each of their corresponding related classes, in order to successfully pass that class. (i.e., Government and Senior English), if they are enrolled. I also understand that successful completion of all components of the Senior Project is a requirement for graduation.

For the physical/performance project, my son/daughter has chosen to:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Hicksville High School urges students to consider the safety factor when selecting their project and to consider another choice if their project involves danger to themselves or others.

My son/daughter has my permission to complete this project, and I agree to release the school district and its employees from all claims arising from financial obligation incurred, or damage, injury, or accident suffered while my son/daughter participates in this project that he/she has chosen.

Parent/Guardian Signature: ____________________________________________

Student Signature: ___________________________________________________

Faculty/STEP Advisor: ________________________________________________

Date: ____________________________

HICKSVILLE EXEMPTED VILLAGE SCHOOL
SENIOR PROJECT MENTORING RELEASE FORM

This Agreement and Release entered into by the Hicksville Exempted Village School District ("HEVS") Board of Education, Hicksville, Ohio, _______________, (name of student)
and______________, (hereinafter “STUDENT” and “PARENTS”) (name of parents)
who reside at_____________________________________________________________________.
(address)

The Senior Project provides the STUDENT an opportunity to explore on site visitation relating to the STUDENT’S choice of project. The STUDENT will have the opportunity to observe, talk, and work alongside community experts as part of the Senior Project requirement. The STUDENT will also experience and gain real-world work skills.

The STUDENT will need to provide his/her own transportation to and from the Senior Project site unless prior arrangements are made with the instructor.

WHEREAS, the STUDENT participates in the Senior Project Mentoring Assignment and the undersigned Parents or Guardian wishes the STUDENT to participate in the Senior Project Mentoring Assignment, his/her PARENTS, their heirs and assigns, do hereby voluntarily release, waive, discharge and covenant not to sue Hicksville Exempted Village School District Board of Education, its individual members, superintendents, principals, administrators, employees, agents or anyone acting on its behalf, from any and all liability claim, demand, action or cause of action, of whatever kind or nature, either in law or equity, arising from or by reason of any bodily injury, personal injury or mental injury, or damage to his or her property, known or unknown, including death, resulting from, or to result from STUDENT’S participation in the HEVS Board of Education Senior Project mentoring activities to include transportation to and from said mentoring sites on behalf of or in the name of HEVS Board of Education.

We hereby assume full responsibility for and risk of bodily injury, personal injury or mental injury or death due to STUDENT’S participation in the Senior Project mentoring activities and the necessary travel on behalf of or in the name of the HEVS District Board of Education.
We expressly agree that this release is intended to be as broad and inclusive as permitted by the laws of the State of Ohio or any other state in which said student may be injured or property damaged and that if any portion of this release is held invalid, it is agreed that the balance shall nevertheless, continue in full force and effect.
We further state that I/We fully and carefully read the above release and know the contents of same and assign this release as our own free act.

Dated: ______________  Parent/Guardian_________________________________

Dated: ______________  Parent/Guardian ___________________________________

Dated: ______________  Student_________________________________________

Faculty/STEP Advisor: ________________________________________
HICKSVILLE HIGH SCHOOL SENIOR PROJECT
PRESENTATION RUBRIC

Student Name ________________________________________________________________
Date __________________________________________

Scale:
6 = not demonstrated
7 = weak
8 = average
9 = moderately strong
10 = excellent/superior

1. The presentation is well researched which includes completion of paper, poster, and portfolio.
   6 7 8 9 10

2. The presentation is well organized and cohesive.
   6 7 8 9 10

3. The presenter is adequately prepared for the presentation and demonstrates an understanding of
   the material being presented.
   6 7 8 9 10

4. The presenter employs an appropriate speaking and delivery style, speaks loudly and clearly
   enough to be heard by the audience.
   6 7 8 9 10

5. The presenter delivers his or her ideas in a clear and concise fashion, maintains eye contact with
   the audience, does not overly rely on notes. (The presentation is not read to the audience)
   6 7 8 9 10

6. Clear evidence of mastery of subject and relevant thematic concepts which reflect learning from
   the project.
   6 7 8 9 10

7. Inclusive and imaginative presentation.
   6 7 8 9 10

8. Length of presentation. 8-10 minutes = 10; 7-8 minutes = 9; 6-7 minutes = 8; 5-6 minutes = 7)
   7 8 9 10

**TOTAL POINTS**
Please includes comments on the back of the rubric.

Signature of Judge __________________________________________________________