



Link to submit proposal:

https://docs.google.com/forms/d/e/1FAIpQLSf22G56e9bNZ_Uc3z4ib9Zu3DLOHEPe788XvGcqmwG6ClrrrA/viewform?usp=sf_link

GARRETSON HIGH SCHOOL

Senior Experience Project

2018-19

Learning Stretch: The art of making great demands upon one's abilities while gaining knowledge, comprehension, or mastery through experience or study.

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Senior Project Rationale

Garretson High School seniors are required to complete a Senior Project as part of the graduation requirements. This project has four components: a project (product), a research paper, a presentation, and a portfolio. This project will call upon our students to use the skills they have acquired and practiced throughout twelve years of formal education. It will also take our students out of their comfort zone, preparing our graduates for life beyond high school.

If completed properly, there are several important life skills that will emerge from this project. Some of these skills include:

- Setting a task or goal
- Identifying the steps needed to reach the goal
- Planning and scheduling the steps
- Developing a close relationship with an adult outside of your family
- Public speaking

The first component of this project is the actual “hands-on” experience or **product**. This is a tangible creation based on choosing, designing, and developing an item related to the research topic. You must have a mentor identified and approved to assist with the project. The product must be student-generated. It must be a showcase of the student’s skills – not a parent’s, a friend’s, or mentor’s skills.

The second component of this project is the **research paper**. Seniors will be expected to research background information on their chosen topic through unbiased, reliable, and valid sources. The paper will follow traditional MLA format with proper elements including a cover page, in-text citations, and works cited page. The research paper will be completed in either British Literature or AP English Literature.

The third component is a formal **presentation** describing all phases of the senior experience project and is the final culminating event. A panel of judges will review and critique the presentation.

The fourth component is a **portfolio** which is a record of your journey through the senior experience. It will help organize and store your senior project materials.

Due Dates

Parent/Guardian Permission Form – April 6, 2018

Project Proposal – April 6, 2018

Revisions to projects may be submitted no later than September 7, 2018

Students transferring into the district will have three weeks to submit their Project Proposal.

Mentor Forms

Agreement April 30, 2018

Midpoint Check September 28, 2018

Final Check Date of Practice Presentation

Faculty Advisor Checks

Must have a minimum of 5. Times to be determined by student and faculty advisor. If is the student's sole responsibility to meet the minimum expected checks.

Portfolio

Self-Evaluation and Completed Portfolio due at **required practice presentation with your Faculty Advisor.**

Senior Project Presentation Dates

EARLY: December 5, 2018

EARLY PRACTICE: November 28, 2018

REGULAR: March 6, 2019

REGULAR PRACTICE: February 28, 2019

If this happens to be a snow day, the presentations will be held the next day that school is in

session.

Senior Project Guidelines

- Project must be a “real world” application of the research paper.
- Project will consist of four elements: product, paper, presentation, and portfolio. The senior project must be passed in order to complete requirements for graduation. The senior project grade is added the transcript at is .25 credits. Each of the four elements will be 25% of the total senior project grade.
- Projects being done in a class at school will not be counted as senior projects.
- Initial Project Proposal must be submitted the student’s junior year. Approval must be given before students may begin working on project. Students transferring in will be addressed on a case-by-case basis.
- Project Proposal must be approved by the Senior Project Committee.
- Students must identify a mentor for their project. The mentor/supervisor may not be related to the student. This includes parent, grandparent, aunts, uncles, cousins, in-laws, etc. Mentors must also be at least 21 years old. Mentors may be contacted by faculty advisors at any time.
- Students will also work with a GHS Faculty Advisor.
- Project cannot be part of a student’s employment.
- Project must be a minimum of 30 out-of-class hours for preparation and completion of project. Time used for travel, research paper, and/or PowerPoint (for presentation) will not be counted toward the 30 hours. The hours must be documented and verified by mentor and recorded in the student’s journal. Over the past five years, we have had several GHS students spend 100+ hours on their senior projects! Minimum hours usually result in minimum grade.
- A job shadow is not a senior project. It may be part of a project but the student must use the knowledge gained to prepare a product.
- The student is not expected to spend any money in order to complete the senior project. Spending money will not enhance the evaluation of the senior project. If there is a cost associated with the product, the student is responsible for these costs.
- Fundraising is not a senior project.

PARENT/GUARDIAN PERMISSION FORM - Due April 6, 2018

As a parent/guardian of a student at Garretson High School, I am aware that my son/daughter must pass all four phases of this endeavor: Product, Research Paper, Presentation, and Portfolio, in order to graduate. Each will consist of 25% of the senior project grade.

I fully understand that the Senior Project selection decision is made independently of the staff and administration of the Garretson High School, but is subject to approval by the Senior Project Committee. The decision concerning expenditures is up to the student and his/her parent/guardian and we will assume all responsibility for costs which might be inherent in the Project.

I understand that if my student does not satisfactorily complete any portion of the Senior Project (Project, Paper, Presentation, and Portfolio), he/she will continue to work until successful completion.

Finally, both my child and I understand that **falsifying** or **plagiarizing** any aspect of the Project will result in failure of the entire Senior Project.

Parent/Guardian Signature_____

Date: _____

Parent's email address and phone number_____

Student Signature_____

Date: _____

Project Proposal (This will be done via Google Form – feel free to prepare your rough draft using this template)

Due: APRIL 6, 2018

Student Name: _____ Senior Project: _____

Approval/Denial of Committee: _____ Date: _____

1. Project Description: Identify your project and its goal(s). Be specific and concrete.

2. Mentor: Select a mentor who will verify your hours and assist you with your project. This person may not be related to you and should have knowledge in regards to the project you have chosen.

Mentor's name: _____

How you know him/her: _____

Contact Information: (phone and email):

Mentor's area of expertise:

3. Completion Steps: List at least five specific steps necessary to complete your project.

1.	
2.	
3.	
4.	
5.	

4. Final Product: What will you show your judges to demonstrate successful completion of your project?

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5. Prior Experience: Do you have any previous experience in this area, and if so, please explain.

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- 6. Challenge:** In what specific ways will this project be a challenge/stretch for you? How will this experience push you?

- 7. Learning/Experience:** Explain what you expect to learn or gain by doing your project and how it will apply to your post-high school life.

- 8.** Is there any additional information you think the committee should take into consideration regarding you and/or project proposal? If so, please explain.

Mentor Information

A mentor for the Senior Project should be chosen with great care. The choice should be directly influenced by the selection criteria for the project. The mentor provides two essential services for the student: (1) Assists the student through the project phase by providing guidance, suggestions, and information, and (2) Signs the mentor consent form, midpoint check form, and final verification form. **It is a requirement to spend a minimum of 6 hours with your mentor.**

The mentor must be at least 21 years of age and must have knowledge specifically pertaining to your topic. Mentors can only mentor one student per year unless approval is granted by the Senior Project Committee. Your mentor may not be a relative or employer, boyfriend or girlfriend, and may not be a Garretson School District employee.

Please remember that the mentor often has a busy schedule, and while the mentor wants to be helpful and accommodate your needs, it is difficult to do so when contacts are left to the last minute. **You are responsible for making contacts and setting the meeting times with your mentor.** It is best if you keep in contact with your mentor regularly and inform him/her of your progress. Do not be late or miss mentor appointments. Please remember these people have volunteered their time. If you have not actively communicated and been considerate with your mentor, the mentor may indicate that in the end-of-project letter and that, in turn, will affect your grade. At the end of your work with your mentor, please send them a thank you note.

Remember to always thank your mentor for his/her time after each contact or conversation.

Please be sure you go over the expectations for the mentors at your first meeting. In addition, be sure to ask your mentor what he/she expects of you.

Inability to contact your mentor will not excuse any due date.

Dear Senior Project Mentor:

Thank you for volunteering your time and expertise for one of the Garretson High School seniors. Your efforts will allow this student to demonstrate all the skills required for graduation in this culminating project. Each student will plan and execute a project and make a presentation about the whole process of completing the senior project to a panel of judges. It is a requirement that the seniors spend a minimum of 10 hours with their chosen mentor.

The students have chosen projects that they are interested in and they want to explore for the first time. They understand that it is **their responsibility** to perform the work and create the results. **You are in no way obligated to do required work for them or provide materials for them.** You may donate materials if you choose to however. We ask you to check on their progress periodically during the project (by filling out evaluation forms and signing the student's project journal) to encourage the student and to ensure that they complete it on time. **It is the responsibility of the student to get these forms signed by you and turn them in on the due dates.**

Thank you for your interest in our students. If you have any questions, please contact the Garretson High School (605-594-3451).

Thank you again for helping out one of our students.

Student Signature: _____

Mentor Name: _____

Phone Number: _____

Mentor Signature: _____

(Mentor Agreement Form – Due April 30, 2018)

Mentor Midpoint Check
Due September 28, 2018

Student Name_____ Phone Number_____

Mentor_____ Phone Number_____

Thank you very much for the time and effort you are contributing to our student and his/her Senior Project. We appreciate your time and energy. Please fill out all sections below.

Have you seen the student's Project Journal? Yes_____ No_____

Is the student up-to-date with entries? Yes_____ No_____

Has the student spent a minimum of 15 hours on their project? Yes_____ No_____

Has the student conferred with me about his/her project? Yes_____ No_____

How many times have you met with your student thus far? _____

Approximately how much time have you spent with the student? _____

In what ways have you worked with the student?

The student is making satisfactory progress at this point and should be able to successfully complete the Project phase by January 5, 2018 Yes _____ No _____

Please give a brief explanation of any concerns or questions you may have about the student's progress toward completion of his/her project.

Mentor Signature_____ Date_____

Mentor Final Check
Due: Date of Practice Presentation
Early: November 28, 2018
Regular: February 28, 2019

Student Name_____ Phone Number_____

Project Description _____

As a mentor, we are asking you to verify this student's efforts on his/her Senior Project. Since most of the time spent on the project phase has been out-of-school, verification of the student's effort is necessary. Please answer the following questions to help us evaluate your student's project. Please fill out the form completely.

Thank you very much for the time and effort you are contributing to our student and his/her Senior Project. Please fill out all sections below.

Have you seen the student's Project Journal? Yes_____ No_____

Is the student up-to-date with entries? Yes_____ No_____

Has the student completed a minimum 30 hours on this project? Yes_____ No_____

Has the student spent a minimum of 10 hours with you? Yes_____ No_____

Can you verify that he/she has completed the project? If you cannot, please DO NOT sign this form.

Yes_____ No_____

Have you seen this project at different stages of completion, and not just the final phase?

Yes_____ No_____

Your student should have kept in contact with you with respect to the project. Please comment on how they did in this aspect.

Please evaluate how well this student has extended his/her learning beyond previous experience and knowledge in the course of doing this project.

What problems did the student encounter and overcome in doing the project?

What successes have you seen this student achieve as a result of the project?

Would you mentor a Senior Project again? Yes_____ No_____

Mentor's Signature _____ Date _____

Phone_____

Student Signature _____

Role of Faculty Advisor

Each student will ask a high school or middle school teacher or administrator to act as his or her faculty advisor (not a parent or relative). The faculty advisor serves as an in-house resource to the student. If the student has a question about the project requirements, the advisor will provide information or if necessary, refer the student to the GHS Senior Project Committee.

The student must confirm the willingness of the faculty advisor by May 10, 2017. No staff person is expected to work with more than 4-5 students.

Further the senior will meet with his or her faculty advisor on or before the following dates to check project progress:

Meeting #1 – Date:_____ **Signature:** _____

Meeting #2 – Date:_____ **Signature:** _____

Meeting #3 – Date:_____ **Signature:** _____

Meeting #4 – Date:_____ **Signature:** _____

Meeting #5 – Date:_____ **Signature:** _____

It is the student's responsibility to set up these meetings. The student will describe his or her progress and any problems and will present the journal. (See The Physical Project Journal for information). At this time, the faculty advisor will note any problems or concerns and sign and date that the meeting has taken place.

The final meeting will occur the week on the practice presentation date. The student will schedule a time and will give a practice presentation of the Senior Project. The student will go through his or her presentation and the faculty advisor will make suggestions for improvement. The student will have his or her portfolio ready for the faculty advisor to check.

Faculty Advisor Checklist

Meeting #1 –

Acceptance of student as advisee

_____ (student name) has requested that I serve as his/her faculty advisor for a senior project with the topic area of _____.

(Student signature & date)

(Staff signature & date)

Meeting #2 –

Did the student have a project journal showing work done up to the present date? YES NO

Is the journal written in adequate detail? YES NO

How many hours has the student worked on his/her project so far? _____

Describe briefly the steps in the project process that the student has completed.

What problems or concerns do you have about the student's progress?

Faculty Advisor Signature

Date

Meeting #3 –

Did the student have a project journal showing work done up to the present date? YES NO

Is the journal written in adequate detail? YES NO

How many hours has the student worked on his/her project so far? _____

Describe briefly the steps in the project process that the student has completed since the last meeting.

What problems or concerns do you have about the student's progress?

Faculty Advisor Signature

Date

Meeting #4 –

Did the student have a project journal showing work done up to the present date? YES NO

Is the journal written in adequate detail? YES NO

How many hours has the student worked on his/her project so far? _____

Describe briefly the steps in the project process that the student has completed since the last meeting.

What problems or concerns do you have about the student's progress?

Faculty Advisor Signature

Date

Meeting #5 –

At this meeting, the student is to give the practice oral presentation.

Did the student have all elements required in the presentation?

YES NO

Is the portfolio complete?

YES NO

Is the journal complete?

YES NO

What elements are missing if any?

What suggestions do you have for improvement of the presentation?

Faculty Advisor Signature

Date

The Physical Project Journal

All students will be expected to keep a project journal. This journal of hours logged and **detailed description** of work on their project will be included in their Senior Project Portfolio. They should have a journal entry for EACH time they work on the project. This journal should begin with the date and end with the actual time (hours, minutes) spent on the project on that occasion. As well as describing what he/she did, the student should include in journal entries their successes and failures, frustrations and victories. In other words, the journal should record not just time and work done, but also feelings, emotions, and reactions. These explain the learning that took place as well. The journal is very important when the teacher evaluates the project. The final copy of this journal must be typed, and not handwritten.

The student and his/her Faculty Advisor will meet to check the student's progress on the project and journal.

THESE WILL BE DONE DURING THE MINIMUM OF 5 Faculty Advisor Meetings.

***** A copy of your typed journal must be printed and put into your portfolio.**

Self-Evaluation
Due in PORTFOLIO the day of the Final Presentation
Early: December 5, 2018
Regular: March 6, 2019

This self-evaluation paper will be typed, double-spaced, using a 12-point Times New Roman font. The final edited version will be included in your portfolio. Please use the following format when writing this paper.

- Describe your project IN DETAIL.
- In **addition** to the above detailed description, also include the following information:
- How many total hours you spent on your project
- What date you started
- What date you finished
- What materials you used
- What are three things you learned from working on this project?
- What are three things you learned from your research paper?
- What problems did you encounter? How did you overcome these problems?
- Did your project turn out the way you planned? If not, why?
- What would you do differently if you could start all over?
- What did you learn about yourself?

Senior Project Presentation Requirements

For this portion of the project, you will be giving a presentation to a panel of judges.

Length: No less than 12 and no more than 15 minutes

Purpose: Your presentation should include the following detailed information:

- Introduction – Tell a little about yourself.
- What was your project? Why did you choose this?
- What did you cover in your research paper?
- What did you learn about the subject area and about yourself?
- What obstacles did you encounter—how did you overcome them?
- Did your project work?
- What might you change if you did it again?
- What went well?
- Memorable moments!
- Include a visual presentation of your learning or the physical project
- Photographs of you actually doing your project
- Video of your completing your project
- Display (could be done through PowerPoint)
- Thanks to those who helped you.

You must speak for 70% of your presentation. In other words, you can't just show a video of your project the whole time. This is an assessment of your speaking abilities. You must also dress appropriately for a professional presentation. If you show up to present in jeans, sneakers, shirts with no collar, shorts, flip-flops, etc., you will not be allowed to present. If your paper and/or portfolio has not met requirements, you will not be allowed to present.

Senior Project Portfolio Requirements

The portfolio includes, but is not limited to, all paperwork assigned throughout the project including Parent/Guardian Permission form, Project Proposal, Mentor forms, Faculty Advisor forms, Project Journal, Research Paper, Self-Evaluation, and photos of the project.

The following is the order of contents for your Senior Project Portfolio. It would be best to use dividers and page protectors of some sort to ensure organization of your portfolio. Your final portfolio will not be accepted without all of these elements, in this exact order. This portfolio must be kept in a 3-ring binder.

Title Page – Including your name, title of project

Table of Contents—Explain the organization of the portfolio

Project Section

Parent/Guardian Permission Form
Project Proposal
Mentor Agreement, Midpoint Check, Final Check
Faculty Advisor Checklist
Project Journal

Research Paper Section

Complete, Corrected Research Paper

Self-Evaluation and Visuals

Self-Evaluation
Photos, Illustrations of your project