

Washington School District

2014-2015

Graduation Project



Welcome

September 10, 2014

Dear Parents and Pupils:

We, Mr. Treg Campbell and Mrs. Sandra Curtis-Craig, are delighted to introduce ourselves as the instructors of English 12 and Advanced English 12 for the 2014-2015 school session. It is our pleasure to unveil the 2014-2015 Washington School District Graduation Project. For the duration of the next eight months, senior students will partake in a multitude of personal and professional responsibilities. As required by the Pennsylvania Department of Education, the Washington School District Graduation Project was designed to be an independent plan of study structured to support students in the transition from adolescence to adulthood.

The four phases of the project – Career Exploration, Community Service, Narrative, and Oral Presentation – provide pupils of senior standing with the opportunity to participate in a number of practical, proactive ventures. During the four quarters, students are assessed on the continuous evolution of the Graduation Project. It is imperative for parents and pupils to monitor the timeline of the 2014-2015 Washington School District Graduation Project which is featured on the next page.

Upon completion of the final phase, portfolios are reviewed in totality. Students must obtain a passing score of 360 (60%) on the Graduation Project in order to achieve proficiency. If a student fails to earn a passing score by the designated deadline, he or she will not be granted the privilege of participating in any aspect of Commencement, and acquisition of a diploma from the Washington School District will not occur. Consequently, the deadlines and guidelines of the project are to be reviewed thoroughly.

On behalf of the Washington School District, we wish to extend an invitation to any parent or pupil that has a concern or question with relation to the Graduation Project to initiate contact through e-mail (campbellt@washington.k12.pa.us – or – craig@washington.k12.pa.us) or telephone (724-223-5080).

Please acknowledge that you have read and recognized the 2014-2015 Washington School District Graduation Project found within this enclosure. Please complete the information required on the lines below. By signing this form, parents and pupils alike understand the obligations of the Graduation Project. Please cut along the dotted line and return to Mr. Campbell or Mrs. Curtis-Craig no later than September 12, 2014. We look forward to an enlightening and exhilarating year ahead!

– Treg Campbell and Sandra Curtis-Craig

Parents and Guardians:

Please review the 2014-2015 Graduation Project with your daughter or son. Each of you is to sign on the appropriate line below. Thank you in advance.

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Telephone Number

Parent/Guardian E-mail (optional)

WASHINGTON SCHOOL DISTRICT TIMELINE OF 2014-2015 GRADUATION PROJECT



A. PORTFOLIO

- Formal Introduction of 2014-2015 WSD Graduation Project – September 10, 2014
 - ✓ Demonstrate evidence of materials: one inch binder w/outside sleeve, extra long and/or wide tabs, and fifty sheet protectors – September 17, 2014
 - ✓ Organize and present all required components of the portfolio – April 27-May 6, 2015

B. CAREER EXPLORATION PHASE

- Formal Introduction of Career Exploration Phase – September 10, 2014
- Career Exploration ► Completion of Field Experience – October 16, 2014
 - ✓ Arrange interview with employee within your prospective career field
 - ✓ Generate twenty career related questions – September 17, 2014 *
 - ☑ **You will not receive credit for the Field Experience if questions are not presented to Mr. Campbell or Mrs. Curtis-Craig in advance of the consultation. We, your respective teacher, must review and sanction before the interview occurs.**
 - ✓ Conduct person to person interview
 - ✓ Completion of Career Exploration Interviewee Survey
 - ✓ Completion/Copy of Career Exploration Interviewee Letter of Thanks
- Career Exploration ► Halfway Checkpoint of Site Visits $\| \text{Two Sites} \|$ – October 22, 2014
- Career Exploration ► Final Checkpoint of Site Visits $\| \text{Three Sites} \|$ – December 10, 2014
 - ✓ Arrange three site visits (i.e. colleges/universities, trade schools, military recruitment offices, prospective employers)
 - ✓ Completion of Career Exploration Site Visit Logs (*One Per Visit → Total of Three*)
 - ✓ Completion of Career Exploration Site Visit Reflections (*One Per Visit → Total of Three*)

C. COMMUNITY SERVICE PHASE

- Formal Introduction of Community Service Phase – December 10, 2014
- Completion of Community Service Proposal Form – December 17, 2014 *
 - ☑ **You will not receive credit for the Community Service Phase if proposal form is not submitted to Mr. Campbell or Mrs. Curtis-Craig. We, your respective teacher, must review and sanction prior to the start of service.**
- First Checkpoint ► Five Cumulative Hours | Five Cumulative **[05]** – January 14, 2015
- Second Checkpoint ► Five Additional Hours | Ten Cumulative **[10]** – February 11, 2015
- Third Checkpoint ► Five Additional Hours | Fifteen Cumulative **[15]** – March 11, 2015
- Fourth Checkpoint ► Five Additional Hours | Twenty Cumulative **[20]** – April 9, 2015
 - ✓ Record of Community Service Log and Community Service Log Supplement
 - ✓ Completion of Contact Evaluation Form
 - ✓ Completion/Copy of Community Service Contact Letter of Thanks

D. NARRATIVE PHASE

- Completion of Graduation Project Narrative ► Final Draft (Digital & Print Edition) – April 15, 2015

E. ORAL PRESENTATION PHASE

- Oral Presentation of Graduation Project – April 27-May 6, 2015

WASHINGTON SCHOOL DISTRICT GRADUATION PROJECT APPROPRIATION OF POINTS



A. PORTFOLIO

- Evidence of Materials: one inch binder w/outside sleeve, extra long and/or wide tabs, and fifty sheet protectors **(Ten Points ↔ 10)**
- Presentation Portfolio: all required components are fulfilled and organized **(Ten Points ↔ 10)**

PORTFOLIO TOTAL ↔ 20 POINTS

B. CAREER EXPLORATION PHASE

- Career Exploration ► Completion of Field Experience
 - ✓ Arrange Interview with employee in prospective career field
 - ✓ Generate twenty career related questions **(Ten Points ↔ 10)**
 - ✓ Conduct person to person interview with individual in career field
 - ✓ Complete typed career related questions with responses **(Fifty Points ↔ 50)**
 - ✓ Complete Career Exploration Interviewee Survey **(Ten Points ↔ 10)**
 - ✓ Complete and copy Career Exploration Interviewee Letter of Thanks **(Ten Points ↔ 10)**
- Career Exploration ► Halfway Checkpoint of Site Visits
- Career Exploration ► Final Checkpoint of Site Visits
 - ✓ Arrange and complete three site visits
 - ✓ Complete Career Exploration Site Visit Logs **(Sixty Points ↔ 60)** = [Twenty Per Log]
 - ✓ Complete Career Exploration Site Visit Reflections **(Sixty Points ↔ 60)** = [Twenty Per Visit]

CAREER EXPLORATION PHASE TOTAL ↔ 200 POINTS

C. COMMUNITY SERVICE PHASE

- Complete and submit Community Service Proposal Form **(Twenty Points ↔ 20)**
- Community Service: First Checkpoint **(Twenty-Five Points ↔ 25)**
- Community Service: Second Checkpoint **(Twenty-Five Points ↔ 25)**
- Community Service: Third Checkpoint **(Twenty-Five Points ↔ 25)**
- Community Service: Fourth Checkpoint **(Twenty-Five Points ↔ 25)**
 - ✓ Record and submit Community Service Log **(Ten Points ↔ 10)**
 - ✓ Complete Community Service Contact Evaluation Form **(Ten Points ↔ 10)**
 - ✓ Complete and copy Community Service Contact Letter of Thanks **(Ten Points ↔ 10)**

COMMUNITY SERVICE PHASE TOTAL ↔ 150 POINTS

D. NARRATIVE PHASE

- Complete Graduation Project Narrative ► Collection of Reflections **(Thirty Points ↔ 30)**
- Complete Graduation Project Narrative ► First Draft [Digital & Print] **(Eighty Points ↔ 80)**

NARRATIVE PHASE TOTAL ↔ 110 POINTS

E. Oral Presentation Phase

- Present Graduation Project Orally

ORAL PRESENTATION PHASE TOTAL ↔ 120 POINTS

GRADUATION PROJECT CUMULATIVE POINT VALUE ► 600 POINTS

CAREER EXPLORATION PHASE



Career Exploration

WASHINGTON SCHOOL DISTRICT CAREER EXPLORATION INTERVIEW REQUIREMENTS



- **Prior to the meeting, you must create twenty career related questions to utilize during the Question & Answer session of the interview process. *Do not ask questions that are meant to only incite one word responses.* Create detailed and innovative questions. **You must present your questions to Mr. Campbell or Mrs. Curtis-Craig no later than September 17, 2014.** Transcription of the exchange must be typed with a font of Times New Roman, a font style of Regular, and a size of 12 point. Include a facsimile free of markings within your CAREER EXPLORATION PHASE coursework.**
- **Following the meeting, you will need to retype the questions and answers exchanged during the interview.** Regarding format, adhere to the sample. The questions should be numbered accordingly. The answers should be written in complete sentences. Heed to MLA Style. Pay attention to grammar and usage! Submit at the completion of the CAREER EXPLORATION PHASE coursework.
- **Upon completion of the Career Exploration Interview, ensure the individual interviewed has the Career Exploration Interviewee Survey in hand.** Provide the contact with a self-addressed envelope. Ask them to complete the survey and return it to the address listed as soon as possible.
- Remember to verbally acknowledge the person interviewed by thanking them for the opportunity of visiting their site of employment. **You must write a typed letter of thanks to your interviewee.** You are to make a copy of the letter of thanks prior to mailing it to the person interviewed. **You must submit a copy of the letter of thanks on October 16, 2014, coinciding with the final checkpoint of the Career Exploration Phase.**

Sample Interview Questions:

01. What are your primary job responsibilities?
02. What education or training does this job need or require?
03. What is the typical starting salary for this type of work?
04. What do you like most about your job?
05. What do you like least about your job?

WASHINGTON SCHOOL DISTRICT CAREER EXPLORATION INTERVIEWEE SURVEY

Student Name: _____

Person Interviewed: _____

Profession of Contact: _____

Name of Work Site with Address:

Please take a moment to evaluate the interview process:

- 01. The student was punctual.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 02. The student was organized and prepared for the interview.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 03. The student asked appropriate career/field related questions.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 04. The student showed a genuine interest in your field of employment.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 05. The student's appearance and behavior was respectful and appropriate.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------

Additional Comments:

I verify that _____ successfully completed their Career Exploration
Student Name

Interview on _____.
Date of Interview

Interviewee Signature: _____ **Date:** _____

The administration and faculty of the Washington School District greatly appreciate your role in assisting our students in their quest for career development. If you should have any concerns or questions regarding the Career Exploration Field Experience, please e-mail Mr. Treg Campbell at campbellt@washington.k12.pa.us or phone the WHS General Office at 724-223-5080.

Please return form to: Washington School District c/o Mr. Treg Campbell
201 Allison Avenue
Washington, PA 15301

WASHINGTON SCHOOL DISTRICT CAREER EXPLORATION INTERVIEWEE SURVEY

Student Name: _____
Person Interviewed: _____

Profession of Contact: _____

Name of Work Site with Address:

Please take a moment to evaluate the interview process:

- 01. The student was punctual.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 02. The student was organized and prepared for the interview.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 03. The student asked appropriate career/field related questions.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 04. The student showed a genuine interest in your field of employment.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 05. The student's appearance and behavior was respectful and appropriate.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------

Additional Comments:

I verify that _____ successfully completed their Career Exploration
Student Name

Interview on _____
Date of Interview

Interviewee Signature: _____ **Date:** _____

The administration and faculty of the Washington School District greatly appreciate your role in assisting our students in their quest for career development. If you should have any concerns or questions regarding the Career Exploration Field Experience, please e-mail Mrs. Sandra Curtis-Craig at craig@washington.k12.pa.us or phone the WHS General Office at 724-223-5080.

Please return form to: Washington School District c/o Mrs. Sandra Curtis-Craig
201 Allison Avenue
Washington, PA 15301

WASHINGTON SCHOOL DISTRICT GRADUATION PROJECT CAREER EXPLORATION PHASE LETTER OF THANKS



Please remember to acknowledge and express gratitude towards the contact person at the culmination of the interview. Be sure to show thanks for the opportunity to acquire additional knowledge of the field you intend to pursue upon obtaining your diploma. **You must write a formal letter of thanks which must be typed with a font of Times New Roman, a font style of Regular, and a size of 12 point.** You are to duplicate the letter of thanks prior to mailing it to the interviewee's specified work address. **Refer to the *Career Exploration Letter of Thanks* sample on the ensuing page.** Whilst you are expected to follow the included sample, you are to utilize your own words. **You are required to submit a reproduction of the Career Exploration Letter of Thanks on October 16, 2014, coinciding with the final checkpoint of the Field Experience segment of the Career Exploration Phase.**

**WASHINGTON SCHOOL DISTRICT GRADUATION PROJECT
CAREER EXPLORATION PHASE LETTER OF THANKS SAMPLE**



529 Burgrant Boulevard
Calabasas, CA 91301

||= YOUR ADDRESS =||

September 7, 2014

||= DATE =||

Mr. William Roberts
61330 Kinford Lane
Malibu, CA 90263

||= CONTACT PERSON'S ADDRESS =||

Dear Mr. Roberts,

||= SALUTATION =||

I want to sincerely thank you for taking time out of your schedule to conference with me. As part of the Career Exploration Phase of the Washington School District Graduation Project, I was required to interview an individual in the prospective career field that I intend to enter upon graduation. I am extremely grateful that you agreed to be the interviewee for the Field Experience portion of the Career Exploration Phase.

Your experience and knowledge in the field of Engineering certainly helped to cement my decision to enter this field after completing my undergraduate studies. I appreciated having the opportunity to acquire further information about the rapidly growing field in which you have been a "student" and "teacher" of for nearly two decades. I enjoyed hearing about the current prospects for people entering this field. Furthermore, I value the advice you offered as to the steps that I should take in the future.

Once again, thank you for providing a quality response to the questions that I presented to you. I have a more profound understanding of Engineering and of your position as a Civil Engineer. Your advice and assistance was much appreciated.

Respectfully,

||= YOUR SIGNATURE =||

Christopher Thomas

WASHINGTON SCHOOL DISTRICT CAREER EXPLORATION SITE VISIT LOG

As a requisite component of the Career Exploration Phase, the completion of three distinct site visits will afford you the opportunity to explore the paths of postgraduate education and professional training. By arranging a series of site visits, you will have the occasion to investigate a variety of programs that provide insight into the occupation or industry you intend to pursue. **You must complete the following log during the planning and implementation of the three site visits you are responsible for arranging. You must submit a log for every visit finalized.** Thus, you should submit a total of three logs to your respective English teacher. Once the site visit is complete, please inform the contact person to provide their signature along with the date at the bottom of this form.

Name of College/Trade School/Military Recruitment Office:

Location of Site Visit (include full address):

Name of Contact Person: _____

Telephone Number of Contact Person: _____

Date of Site Visit: _____

Explanation of Site Visit {Expectations of Site Prior to Visit}

Student Signature: _____ **Date:** _____

Contact Signature: _____ **Date:** _____

WASHINGTON SCHOOL DISTRICT CAREER EXPLORATION SITE VISIT WRITTEN REFLECTION

At the culmination of each site visit, you are to reflect upon the unique experience which took place as a result of this integral component of the Career Exploration Phase. **You must respond to the following prompt at the completion of every site visit. Consequently, you will be required to submit a total of three reflections to your respective English teacher on December 10, 2014, coinciding with the final checkpoint of the Site Visit segment of the Career Exploration Phase.**

You must compose a response that is between two to four paragraphs. You are to feature the prompt below before drafting the reflection. It is to be typed with a font of Times New Roman, a font style of Regular, and a size of 12 point. It must be double spaced with top, bottom, left, and right margins of one inch. It is to include a heading utilizing the Modern Language Association (MLA) format. Please refer to the example below for evidence of a proper heading.

Gwendolyn Cooper
Advanced English 12
Mrs. Curtis-Craig
7 September 2014
C.E. Site Visit Written Reflection #1

Kevin Arnold
English 12
Mr. Campbell
7 September 2014
C.E. Site Visit Written Reflection #2

Career Exploration Site Visit Experience Prompt

Explain the reasoning behind your choice to include this institution as fulfillment of one of your site visits. Describe the site visit. Be sure to include any interesting information you learned from your contact person. What did you find pleasant about the experience? What did you find unpleasant about the experience? Stress your likes and dislikes of the site visit. Did the site visit meet the expectations you had prior to the encounter? Present any thoughts you feel are important to include in this reflection piece.

COMMUNITY SERVICE PHASE



WASHINGTON SCHOOL DISTRICT GRADUATION PROJECT OVERVIEW OF COMMUNITY SERVICE PHASE

The *Community Service Phase* of the Washington School District Graduation Project was designed to **enrich your view of the region where you reside**. The purpose of this phase is multifold:

01. You will acquire knowledge from resources within the community that is invaluable.
02. You will engage in an experience that can be applied to your professional résumé.
03. You will engage in an experience that is highly favored by trade schools and universities.
04. You will establish relationships with professionals that may assist you in garnering employment at a further date.
05. You will perform a service in your community that is positive and productive! ☺

First Checkpoint
▪ Five Cumulative Hours Five [5] Cumulative Hours – January 14, 2015
Second Checkpoint
▪ Five Additional Hours Ten [10] Cumulative Hours – February 11, 2015
Third Checkpoint
▪ Five Additional Hours Fifteen [15] Cumulative Hours – March 11, 2015
Fourth Checkpoint
▪ Five Additional Hours Twenty [20] Cumulative Hours – April 9, 2015

REQUIREMENTS OF THE COMMUNITY SERVICE PHASE ↓

- ✓ You are to complete and submit the **COMMUNITY SERVICE PROPOSAL FORM** to Mr. Campbell or Mrs. Curtis-Craig no later than December 17, 2014.
- ✓ You must maintain an accurate record of hours served via the **COMMUNITY SERVICE LOG**.
- ✓ **To provide evidence of time accrued at the Community Service site, you are to have *twenty* photographs taken at the location.** The photographs from the Community Service Phase can be developed into a collage, a scrapbook, or a slideshow (i.e. Microsoft Movie Maker, Microsoft PowerPoint, etc.) **At every checkpoint, *five* photographs from the site must be shown to Mr. Campbell or Mrs. Curtis-Craig for credit to be rewarded.** The entire collection must be included in your oral presentation.
- ✓ You must provide your community service contact with the **COMMUNITY SERVICE CONTACT EVALUATION FORM** which ought to be completed at the culmination of the phase.
- ✓ You are to compose the **COMMUNITY SERVICE LETTER OF THANKS** to the contact person at the conclusion of the phase. You must present a reproduction of the letter to your respective teacher on April 9, 2015, coinciding with the final checkpoint of the Career Exploration Phase.

WASHINGTON SCHOOL DISTRICT GRADUATION PROJECT OVERVIEW OF COMMUNITY SERVICE PHASE



IDEAS FOR THE COMMUNITY SERVICE PHASE ↓

- Academy for Adolescent Health
- Adopt-A-Highway Program
- Canonsburg General Hospital
- Citizens Library
- Clothing Drives
- Community Churches
- Food Drives
- Goodwill Industries
- Habitat for Humanity
- Meals on Wheels
- Northwest New Jersey Community Action Program (NORWESCAP)
- Pennies for Patients
- Reach Out and Read Program
- St. Clair Hospital
- Salvation Army
- United Way
- UPMC Hospital System
- Washington Area Humane Society
- Washington Arts Community and Cultural Center
- Washington and Jefferson College
- Washington City Mission
- Washington County Senior Centers
- Washington County Food Bank
- Washington Health System
- Young Men's Christian Association (YMCA)
- Young Women's Christian Association (YWCA)

WASHINGTON SCHOOL DISTRICT COMMUNITY SERVICE PROPOSAL FORM

As a required component of the Washington High School graduation project, the Community Service Phase is designed to afford you the opportunity to enrich your view of the region where you reside. **Students must complete the provisions of this phase during the course of the 2014-2015 school session.**

The COMMUNITY SERVICE PHASE seeks to have students organize a voluntary effort designed to address a need or problem within the community. Students are encouraged to opt for a project that reflects their individual interests. **Students must perform a minimum of twenty hours of community service within the respective time period of December 10, 2014, to April 9, 2015. * NOTE: If student wishes to organize the project and commence prior to the abovementioned timetable, permission must be granted in advance by practitioner.** The hours of community service must be performed at a non-profit organization operating as a service to the community. **Students shall not receive any compensation for their service.** Students are responsible for arranging their own transportation en route to and from the project site.

Students must submit the COMMUNITY SERVICE PHASE PROPOSAL FORM to their respective teacher no later than December 17, 2014. Students are not permitted to begin performing hours of community service until approval from Mr. Campbell or Mrs. Curtis-Craig is obtained. After approval is granted, students are to begin recording hours on the official Community Service Log. Students must be proactive in maintaining an accurate record of hours performed. **The log and log supplement will be appraised during each checkpoint integrated within the Community Service Phase.** If students are denied approval, they are required to submit a new proposal form until authorization is given.

- **Any student who is found to have forged or improperly documented hours of Community Service will receive *no credit* for the entire phase. Furthermore, he or she will receive *no credit* for any related assignment included in the Advanced English 12 and/or English 12 curriculum.**

Name: _____ Date: _____

Location of Community Service:

Community Service Contact: _____

Community Service Contact Phone Number: _____

Dates of Community Service: _____

Explanation of Community Service Project: (explicitly stated)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Date of Received Proposal: _____ Teacher Signature: _____
Approved: _____ Denied: _____

WASHINGTON SCHOOL DISTRICT COMMUNITY SERVICE LOG

Name: _____ **Date Commenced:** _____
Project Contact Person: _____ **Date Concluded:** _____
Project Location: _____

Record the hours of volunteering you have attained during the *Community Service Phase* on this form. You are required to include proper documentation of the activities performed in conjunction with the date(s) in which the service occurred. **You must perform a minimum of twenty hours of community service in the time period of December 10, 2014, to April 9, 2015.**

A minimum of twenty photographs from the Community Service Phase are to be incorporated into the oral presentation of the Graduation Project occurring during the weeks of April 27-May 1, 2015 and May 4-8, 2015. The contact person verifying the hours should be the same individual who completes the *Community Service Contact Evaluation Form*. Submit this log to your respective English teacher upon completion.

DATE(S)	ACTIVITIES	HOURS
TOTAL HOURS		

Project Contact Signature _____ **Date:** _____

WASHINGTON SCHOOL DISTRICT COMMUNITY SERVICE CONTACT EVALUATION FORM

Student Name: _____
Project Contact: _____

Project Dates: _____
Phone: _____

Location of Community Service Site (Name & Address):

Please evaluate this student's contribution to the Community Service Project.

- 01. The student was punctual.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 02. The student actively participated in all tasks assigned.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 03. The student showed a genuine interest in the community service project.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 04. The student's behavior was attentive and appropriate.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 05. The student's appearance and dress was appropriate for the location.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------

Additional Comments:

I verify that _____ successfully completed the Community Service

Student Name

Phase between _____ and _____.

Date Commenced

Date Concluded

Total Hours: _____

Project Contact Signature: _____ **Date:** _____

The administration and faculty of the Washington School District greatly appreciates your role in affording our students with the opportunity to become adept and admirable citizens of the community. If you should have any concerns or questions regarding the Community Service Phase, please e-mail Mr. Treg Campbell at campbellt@washington.k12.pa.us or phone the WHS General Office at 724-223-5080.

Please return form to: Washington School District c/o Mr. Treg Campbell
201 Allison Avenue
Washington, PA 15301

WASHINGTON SCHOOL DISTRICT
COMMUNITY SERVICE CONTACT EVALUATION FORM

Student Name: _____ Project Dates: _____
Project Contact: _____ Phone: _____

Location of Community Service Site (Name & Address):

Please evaluate this student’s contribution to the Community Service Project.

- 01. The student was punctual.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 02. The student actively participated in all tasks assigned.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 03. The student showed a genuine interest in the community service project.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 04. The student’s behavior was attentive and appropriate.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------
- 05. The student’s appearance and dress was appropriate for the location.

Agree	Somewhat Agree	Disagree	Non-Applicable
-------	----------------	----------	----------------

Additional Comments:

I verify that _____ successfully completed the Community Service

Student Name

Phase between _____ and _____ . **Total Hours:** _____

Date Commenced

Date Concluded

Project Contact Signature: _____ **Date:** _____

The administration and faculty of the Washington School District greatly appreciates your role in affording our students with the opportunity to become adept and admirable citizens of the community. If you should have any concerns or questions regarding the Community Service Phase, please e-mail Mrs. Sandra Curtis-Craig at craig@washington.k12.pa.us or phone the WHS General Office at 724-223-5080.

Please return form to: Washington School District c/o Mrs. Sandra Curtis-Craig
201 Allison Avenue
Washington, PA 15301

WASHINGTON SCHOOL DISTRICT GRADUATION PROJECT COMMUNITY SERVICE PHASE LETTER OF THANKS



Please remember to acknowledge and express gratitude towards the contact person at the culmination of the Community Service Phase. Be sure to show thanks for the opportunity to contribute to the welfare of the community where you reside. **You must write a formal letter of thanks which must be typed with a font of Times New Roman, a font style of Regular, and a size of 12 point.** You are to duplicate the letter of thanks prior to mailing it to the contact person’s specified address. **Refer to the *Community Service Letter of Thanks* sample on the ensuing page.** Whilst you are expected to follow the included sample, you are to utilize your own words. **You are required to submit a reproduction of the Community Service Letter of Thanks on April 9, 2015, coinciding with the final checkpoint of the Community Service Phase.**

WASHINGTON SCHOOL DISTRICT GRADUATION PROJECT COMMUNITY SERVICE PHASE LETTER OF THANKS SAMPLE



430 Coral Circle
Honolulu, HI 96801

||= YOUR ADDRESS =||

September 7, 2014

||= DATE =||

Ms. Lisa Morgan
12923 Abbott Drive
Seattle, WA 98101

||= CONTACT PERSON'S ADDRESS =||

Dear Ms. Morgan,

||= SALUTATION =||

I want to sincerely thank you for taking time out of your schedule to mentor me. As part of the Community Service Phase of the Washington School District Graduation Project, I was required to perform twenty hours of service at a site within the community wherein I reside. I am extremely grateful to have served my hours under your leadership.

Your dedication and knowledge of the site helped to broaden my horizons. I appreciated having the opportunity to acquire further information about the area. Furthermore, I valued the chance to give back to the community where I spent my formative years.

Once again, thank you for providing a place for me to perform my service. I have a more profound understanding of the impact that community service can have upon individuals. Your assistance was much appreciated.

Respectfully,

||= YOUR SIGNATURE =||

Tionne Thomas

NARRATIVE PHASE



WASHINGTON SCHOOL DISTRICT GRADUATION PROJECT NARRATIVE

At the conclusion of the *Career Exploration Phase* and the *Community Service Phase*, you are to begin the penultimate component of the graduation project. **You must compose a narrative that is between three to five complete pages in length. It must be typed with a font of Times New Roman, a font style of Regular, and a size of 12 point.** It must be double spaced with top, bottom, left, and right margins of one inch. It is to include a heading utilizing the Modern Language Association (MLA) format.

Whitley Gilbert
Advanced English 12
Mrs. Curtis-Craig
15 April 2015

Ronald Johnson
English 12
Mr. Campbell
15 April 2015

Please refer to the example below for evidence of a proper heading. You are to include a header (i.e. Houston 1) within your narrative. **You must submit both a digital and print edition of your narrative to your abovementioned English teacher no later than April 15, 2015.** For instructions regarding the submission of a digital edition, see the Edline Homework Hand In instruction sheet.

The content of the piece should reflect upon your experience as a present student and prospective alumnus of the Washington School District. As a present student, you are to ponder the evolution that you underwent throughout high school. Include the trials and tribulations that you faced as you transitioned from a freshman to a senior. As a prospective alumnus, you should include the personal and professional goals that you intend to accomplish. Incorporate the ways that you will go about achieving these objectives. Include a description of an accomplishment or artifact that showcases personal growth in some important aspect of your life – academic, extracurricular, or community-based – and explain the impact it has had or will have upon your life.

You are to describe the voluntary effort that was designed to address a need or problem within the community. Detail the methods you employed in implementing your project during this particular phase. Inform your audience about the preparation and execution of the service project. Include insight into the relationship that existed between you and your community service contact. Discuss the activities that took place during your hours of service. Relate the impact that this phase had upon your life.

You are to describe the field experience that was designed to give you insight into a career worthy of exploring. Relay any research that you gathered prior to considering the career path you sought to investigate. Specify the manner you selected in arranging the interview with a person in the career field that was of interest to you. Depict the process that occurred as you generated questions to ask the employee. Enlighten your audience about the interview that took place between you and the interviewee.

Be mindful of tone and technique. The narrative will be reviewed by your respective English teacher. Utilize a writing style that is formal yet friendly. **Pay close attention to grammar and mechanics.** They are important. Therefore, it is essential that you proofread. **Be aware that you are to include aspects of the narrative in the oral presentation occurring during the weeks of April 27-May 1, 2015 and May 4-8, 2015.**

WASHINGTON SCHOOL DISTRICT GRADUATION PROJECT NARRATIVE RUBRIC

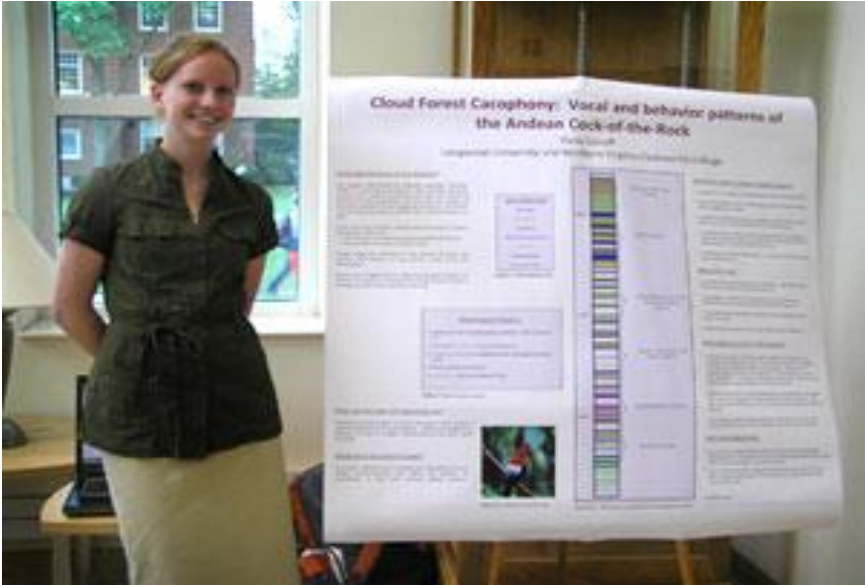


Please refer to the WASHINGTON SCHOOL DISTRICT NARRATIVE RUBRIC for further information.

You will be assessed on the following criteria:

- ✓ Focus
- ✓ Content Development
- ✓ Organization
- ✓ Introduction
- ✓ Conclusion
- ✓ Style
- ✓ Language Conventions
- ✓ Creativity and Quality
- ✓ Presentation
- ✓ Narrative Requirements

ORAL PRESENTATION PHASE



WASHINGTON SCHOOL DISTRICT OVERVIEW OF GRADUATION PROJECT ORAL PRESENTATION

As the culminating phase of the 2014-2015 Washington School District Graduation Project, the oral presentation will function as an overview of the experiences you participated in during the current academic year. **You must produce a five to seven minute presentation that incorporates elements of the preceding phases of the Graduation Project.** The oral presentations will take place in your respective teacher's classroom. You should provide the audience with a glimpse into one of the final chapters of your life as a student at Washington Junior/Senior High School. **The succession of oral presentations will occur during the weeks of April 27-May 1, 2015 and May 4-8, 2015.**

The following guidelines have been established for you to adhere to in the creation and completion of the oral presentation:

- **You must incorporate technology into your oral presentation.** Explore an array of tools that are available for your use (i.e. Adobe Photoshop, Microsoft PowerPoint, Microsoft Publisher, PowToon, Viddler, and WordPress). **Be Creative!**
- **You must present your presentation portfolio to the audience.** Explain the evolution of the portfolio from its conception to its conclusion. The presentation portfolio should include the following typed items:
 - ✓ Cover Page (included on the exterior and interior of portfolio) **[MLA Format]**
 - ✓ Table of Contents
 - ✓ Career Exploration Interview Requirements
 - ✓ Career Exploration Interviewee Survey
 - ✓ Facsimile of Career Exploration Interviewee Letter of Thanks
 - ✓ Career Exploration Site Visit Log (as three distinct entries)
 - ✓ Career Exploration Site Visit Written Reflection (as three distinct entries)
 - ✓ Community Service Proposal Form
 - ✓ Community Service Log
 - ✓ Community Service Contact Evaluation Form
 - ✓ Facsimile of Community Service Contact Letter of Thanks
 - ✓ Graduation Project Narrative
 - ✓ Graduation Project Narrative Rubric
 - ✓ Graduation Project Oral Presentation Rubric
- **You must discuss the prominent themes that were included in the narrative you composed for the Graduation Project.**
- **You will be graded on the following requirements which are explained in further detail on the adjacent rubric for the oral presentation:** Nonverbal Skills, Verbal Skills, and Content.

Keys to Success:

- ☑ Practice and Prepare!

WASHINGTON SCHOOL DISTRICT GRADUATION PROJECT ORAL PRESENTATION RUBRIC



Please refer to the *Washington School District Oral Presentation Rubric* for further information.

You will be assessed on the following criteria:

- ✓ Eye Contact (Nonverbal)
- ✓ Body Language (Nonverbal)
- ✓ Poise (Nonverbal)
- ✓ Personal Appearance (Nonverbal)

- ✓ Enthusiasm (Verbal)
- ✓ Elocution (Verbal)
- ✓ Style (Verbal)

- ✓ Opening (Content)
- ✓ Organization (Content)
- ✓ Reflection (Content)
- ✓ Conclusion (Content)
- ✓ Mechanics (Content)
- ✓ Use of Technology (Content)
- ✓ Creativity and Quality (Content)
- ✓ Achievement Artifact (Content)