Senior Project
2015

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Senior Project Classroom Due Dates

Due Date	Assignment Title	Point Value
9/3	Project Proposal & Time Log set up - 1st draft	15
9/8	MANDATORY PARENT MEETING, 5pm HS Commons	15
9/8	Mentor Letter -1st draft	10
9/10	Project Proposal- At Standard	20
9/10	Mentor Letter – At Standard with addressed envelope	20
9/16	Recommendation Request - 1st Draft	10
9/17	Completed Mentor Verification Form	15
9/21	Recommendation Request - At Standard	15
9/24	#1 Annotated Bibliography - 1st Draft	10
9/29	#1 Annotated Bibliography - At Standard (RD)	15
9/30	1st Journal Entry Rough Draft	10
10/1	PROOF OF PROGRESS PACKET #1 (RD)	50
10/6	Autobiographical Letter - 1st Draft (edited and signed)	20
10/8	#2 Annotated Bibliography - At Standard	15
10/13	Autobiographical Letter - 2nd Draft (instructor edits) (RD)	10
10/14	#3 Annotated Bibliography- At Standard	15
10/20	Autobiographical Letter - At Standard (RD)	25
10/22	PROOF OF PROGRESS PACKET #2	50
10/29	#4 Annotated Bibliography - At Standard	15
11/5	#5 & #6 Annotated Bibliographies - At Standard	30
11/12	PROOF OF PROGRESS PACKET #3	50
11/17	Compiled Bibliographies, 6 annot bibs, interview questions	15
11/30-12/3	Teacher-Student Project Review	

Due Date	Assignment Title	Point Value
12/7	Three Letters of Recommendation (including mentor letter)	30
12/10	Layout Plan of Visual Presentation – media choice	20
12/16	1st and 2nd page of final report	20
1/4	PROJECT COMPLETE!!!! PROOF OF PROGRESS PACKET #4 Teachers mail out mentor evaluations	50
1/5	Final Report- 1st Draft (edited and signed)	50
1/6	Mentor Thank You in addressed, stamped envelope	25
1/7	Final Report- 2nd Draft (instructor edits) (RD)	25
1/11	Visual Component	100
1/12	Final Report- At Standard (RD)	100
1/18-21	Presentation Rehearsals **	50
1/22	PORTFOLIO DUE by 5pm LATEST (with mentor evaluation)	100
1/28	SENIOR PROJECT PRESENTATIONS 1-4pm OPEN HOUSE 4-5:30pm REQUIRED	

Miscellaneous information:

* Rough drafts are REQUIRED to be turned in with all final drafts and are noted as (RD). Final drafts WILL NOT be accepted without the rough draft, and could result in late work.

**All seniors are REQUIRED to complete one presentation rehearsal before presenting to the final judging panel. If you do not have a teacher-observed rehearsal, you WILL NOT be allowed to present on January 28th.

ALL LATE WORK WILL BE MARKED OFF 10% PER DAY AND WILL NOT BE ACCEPTED FOR A GRADE/CREDIT AFTER ONE WEEK.

REMEMBER: **NO PORTFOLIOS ACCEPTED AFTER 5PM ON JANUARY 21ST**

Senior Project Proposal

Student Name_____

Before you start, identify one of the criteria that will be fulfilled by your project.
* **Criterion #1: Academic** - project involves formal instruction from a professional in project field outside of Salmon High School.
* **Criterion #2: Service** - project provides viable service to the community.
* **Criterion #3: Personal Growth** - project represents a unique personal challenge.
* **Criterion #4: Career** - Project involves potential future employment.

1. I am going to accomplish the following for my Senior Project (it should be clear to anyone reading this what your project entails, and why you are choosing it, **100 word minimum**

2. My project will use the following criteria from the list above_____. I intend to satisfy this criteria by (**150 word min**):

3. A minimum of six specific, relevant, issue-based research questions related to my project are:

4. A minimum of five major steps for completing my project, not including my final product are: **** Four of these steps must explain how you will show proof of progress****

5. I estimate the cost of this project to be _____. Explain why and have parents initial.

6. What do you already know about your topic? What challenges might you face? Explain how your mentor will assist you. (250 word minimum)

7. Three ways my project could be evaluated are as follows:

Parent/Student Informed Consent and Commitment Section:

As parent/guardian and student, we are aware the Salmon School District requires three phases of the project: portfolio, project, and presentation must be passed in order to graduate from Salmon High School. We understand that if the project is product based, it must be physically present at school as a part of the presentation. If too large to physically take to school, the project will be subject to other methods of verification. If the project is a service or an activity, it must be documented by photos or a video, which will be part of the presentation, showing the student doing the activity(ies).

We fully understand that this project selection decision is made independently of the staff and administration of the high school, but is subject to school approval. This project selection and approval is student and parent centered. We, therefore, assume all responsibility for any risks and costs, which might be inherent in the project chosen.

_____ (Student's full name) has my consent and authorization

To participate in _____ as part of the student's senior project.

My student will participate in activities, which include:

I realize the Salmon School District will not have staff present during the time that my student is participating in senior project activities. I assume full responsibility of supervising my child in activities involved in his/her senior project.

I understand that the educational purpose of the Senior Project is to help students to organize and conduct a project, carry out and document research, and learn to present to a panel of adults in an organized and professional manner that is up to standards required in the business world.

Further, we as parent/guardian and student understand that faking or plagiarizing any portion of the project (including portfolio papers) will lead to failure of Senior Project, resulting possible failure to graduate.

I am fully aware of any special dangers and risks inherent in the activities my student has chosen to participate in for this project. Being fully informed and aware of the risks associated with these activities I hereby give consent for the above named student to participate in the activities described.

Parent/Guardian Signature _____ Date_____

Student Signature_____ Date _____

Choosing Your Mentor

What is a Project Mentor?
A mentor is a counselor or guide for your Senior Project. Your mentor will be your most valuable resource. He/she must be a practicing professional or someone well versed, a minimum of two years experience, in the field you have chosen for your project. He/she will provide you with the advice and feedback necessary for you to complete your project successfully. The quality of your project will be directly affected by the choice of your mentor.

What is the Role of the Mentor? It includes the following:
* Clarify with the student what his/her project will be, including scope, timeline, learning goals, level of hands-on experience, and expected outcomes.
* Communicate clearly to the student what the mentor's role will be, when they can meet with the student, and what their time and skill limitations are.
* Meet at **least four times** with the student during his/her work on the project to provide input, to make suggestions, to see how the student is applying feedback and to judge whether or not the student understands the feedback.
* Provide topic suggestions and resources to support the student's final paper.
* At the conclusion of the student's Senior Project, discuss the experience to determine if and how well the student has met his/her goals.
* Write a letter of recommendation for the student upon completion of the project.
* Verify the time the student has spent on the project (minimum of 20 hours) by signing the Project Time Log, completing the final evaluation form and the mentor recommendation.

Before You Choose a Mentor:
* Clearly define your project.
* Be clear and specific about what you expect from your mentor, including the time commitment from mentor.
* Be ale to show how entering into a mentorship will benefit the mentor.

How Do I Choose a Mentor?
* Brainstorm for possible experts within your chosen field of interest.
* Talk with parents, friends, and teachers for possibilities.
* Look for someone who has expertise and interest to mentor you through your project.
* When you approach a potential mentor, act as though you are doing a job interview. Dress appropriately, give them the facts about your plans and be excited about your project. A personal discussion will be far more effective than a phone call.

Who is NOT a Mentor:
* A fellow student at this or any other high school.
* A recent graduate - within five years.
* A parent or close family member (one of the purposes of a mentorship is to connect you to the larger community).
* Anyone your parents are not 100% comfortable with.

Template of Letter to Mentor

Date

Mr./Mrs. Mentor's Name
Address
City, State

Dear Mr./Mrs. Last Name

Paragraph 1: Introduce yourself and your project briefly.

Paragraph 2: Request for them to be your mentor and describe what you need from a mentor.

Paragraph 3: Explain the responsibilities of the mentor and attach materials that the mentor will need to sign (mentor verification form and time logs). Explain that you will also need them to write you a letter or recommendation later in the project. Near the end of the project, the mentor will be mailed a final evaluation form that they will need to fill out and return to the high school.

Paragraph 4: Give them your contact information so that the possible mentor can reply to your request.

Sincerely,

(4 spaces)

Your Name
Address
City, State

Community Mentor Verification Form

Senior Project at Salmon High School seeks to build a bridge for students between educational skills and their relevancy in the real world. The three phases of Senior Project include a 20-hour investment in a project of choice, an eight-page paper explaining the progress of the project, and a 10 - 15 minute presentation before a panel of judges to summarize the student's experience.

A senior at Salmon High School is approaching you because you possess expertise in an area of the student's interest. Because the project must incorporate one of the following criteria - academic, community service, career, or personal growth- you will serve as both a guide and evaluator during this project. You should become as involved with the project as is reasonably possible. A minimum of **four** mentor meetings must be held throughout the semester to give mentors an overview of the project, discuss expectations (of both mentor and student), and to take care of required paperwork. The first meeting will occur in early-to-late October. The mentor and the student thereafter will arrange your meeting times.

The role of the community mentor includes the following:

* Clarify with the student the scope of the project, including timeline, learning goals, level of hands-on experience and expected outcomes. You should receive a copy of the student's project proposal.
* Communicate clearly to the student what your role will be, when you can meet with the student, and what your time and skill limitations are.
* Meet at least **four times** with the student during his/her work on the project to provide input, to make suggestions, to see how the student is applying our feedback and to judge whether or not the student understands your feedback.
* At the conclusion of the student's Senior Project, discuss the experience to determine if and how well the student met his/her goals.
* Complete an "End of Project Mentor Evaluation" that will go into the student's portfolio.
* Write a letter of recommendation for the student upon completion of the project.
* Verify the time the student spends on the project (minimum of 20 hours) by signing the Project Time Log.

Please communicate with the prospective student about your role you as mentor as soon as possible. This will allow them to start their project on time or to find a different mentor if necessary. Thanks in advance for your help!

1. Please verify that you are willing to serve as a mentor for _____ (Student's name) by signing below and providing contact information.

2. Please print or attach a business card:

Name: _____

Address_____   City, State_____

Best contact phone _____

Email _____

Signature _____

Annotated Bibliography Worksheet
for Senior Project

A. Record citation in MLA format, for later use on work cited page of final report.

B. Write a brief summary of the source. Do not use first person.

C. Assess the source:
   - Does it seem like a reliable and current source? Why?
   - Is it research based or objective?
   - Who is the author? Is she/he qualified in this subject? How?
   - What kind of evidence does the author use? What kind of data is used?

D. Reflect on the source:
   - How can you use this information in your final report?
   - Include two concrete details (quotes) from this source to use in your final report.

MISCELLANEOUS INFO:

- Sources: 3 web, 2 print, one interview

- This will be in the form of ONE paragraph.

- *Remember*: 12 point, Times-New Roman font, space citation correctly

- *Helpful website:* http://library.cornell.edu/resrch/citmanage/mla

Proof of Progress #1-#4

At **four** different points throughout the semester, you will be required to show proof of your progress. This includes the following THREE ITEMS TO BE TURNED IN EACH TIME:

- **artifacts** (pictures, video, receipts, etc.) that demonstrate and prove how you are progressing on your project in a timely manner.

- **updated Time Log** with your mentor's signature verifying your hours.

- **one-page journal entry** that highlights what steps you have taken toward your project. It will be single-spaced, 12-point, in Times-New Roman, block format. The guidelines for each journal are listed below:

> Journal #1: Have proof of first mentor meeting, timeline for project completion and dates for future meetings with mentor.
>
> Journal #2: Demonstrate that work on the actual project has begun. Describe your actions and your ongoing mentor interaction.
>
> Journal #3: Demonstrate that the project is more than halfway complete. Include an explanation of what is left to do to complete your project and how you plan to get it done.
>
> Journal #4: Your project is complete! Describe what it took to finish it, how the finished project compared to your expectations, etc.

(SAMPLE TIME LOG)

Salmon High School
Senior Project Time Log

Name_____

Mentor_____

Project Title _____

Start Date	Completion Date	Total Hours

Date	Number of Hours	Description of Project Activity

NOTE:
- Add a column on the right for your mentor initials/signature. Make sure you make the "description" boxes large enough to record your activities.
- All time logs will need to be longer than this one ☺

Autobiographical Letter Assignment
Who Am I?

Where Am I Going?
How Will I Get There?

The purpose of the letter of introduction is to give the senior board judges a sense of you and your senior project. The letter should include four paragraphs on the topics listed below. Use the suggestions (below) that apply to you to help you write each paragraph. *You do not have to address all of the suggestions. Just pick those that relate to you.*

Single space within each paragraph, and double space between paragraphs. Write in block form. The letter of introduction must be computer generated. Your letter should also include the following:

Your Name
Salmon High School
401 S Warpath
Salmon, ID 83467
Date

Dear Judges:

Paragraph One: Introduce yourself as a learner.
1. Establish purpose of letter
2. Highlight specific skills and strengths
3. Describe how you learn best and how you demonstrate those skills.
4. Supply in-depth information about yourself (as a learner)

Paragraph Two: Analyze your skills, strengths and knowledge that indicate you are ready to graduate.
1. Define your skills, strength and knowledge and support with evidence.
2. Include information that you have learned during your years in school.
3. Establish your ability to learn independently. Use examples.

Paragraph Three: Narrate at least on pivotal experience in your life, examining its implications for future learning.
> Think about a worthwhile experience, retell the situation and explain how it was significant to your future learning plans.

Paragraph Four: Conclude with future educational and career plans.
1. Clearly explain what you think you will do after you graduate.
2. Describe the path you plan to take in order to reach your future goals.
3. Convince your audience that you are ready to graduate.

Sincerely,

(Signature, leave 4 spaces)

Your Name (typed)

Final Project Report

Your final report represents an overview of your semester-long project. It will include not only factual pieces of your project (what you chose and how you did it), but a self-reflective portion that shows the growth you made while completing the project (what you learned, what you would do different, etc).

Mechanics:
* Paper must be a **minimum of six pages**
* Lines are single spaced, block
* Size is 12 point, Times-New Roman font
* Throughout your paper you will **include ten citations** from your six annotated bibliographies

Layout:
Use the following as a guideline; this is not set in stone, of things to include in your paper:

1. Project description - What project did you choose and why? What learning goals did you set for yourself?
2. Mentors and Instructors - Explain who your mentor is and why you chose them. How did they help you/teach you? Did you have any other instructors? If so, how did they influence your project?
3. Skills and Knowledge - What skills and knowledge did you have at the beginning of this project?
4. Steps Taken - Explain the process of completing your project. This is the section that demonstrates to the judges that you have met the goals stated in your proposal.
5. Difficulties Encountered - Describe problems that you had and solutions you created for them.
6. Impact of Project Completion - What did it mean to you to finish this project? Did it influence any of your future plans?
7. Self-reflection - What did the project teach you about yourself? What would you do differently now that you have finished this project? What grade would you give yourself overall? Explain your justification of the grade.

Works Cited:
The last portion of your report will be composed of your works cited page. This is an alphabetical compilation of your annotated bibliographies. **It does not count as part of the six pages that make up your project report.**