

SHENANGO HIGH SCHOOL



**SENIOR PROJECT
2015-2016**

TABLE OF CONTENTS

PROJECT OVERVIEW	3
PROJECT REQUIREMENTS	4
SENIOR PROJECT TIMELINE	5
WRITING YOUR PROPOSAL AND RESUME	6
SAMPLE PROPOSAL LETTER	7
SAMPLE RESUME	8
COMMUNITY SERVICE SUGGESTIONS	9
COMMUNITY SERVICE LOG	10
JOB SHADOWING LOG	11
CAREER PATHWAY PROFILE	12
THANK YOU LETTER TEMPLATE	14
QUARTER 1 EVALUATION	15
QUARTER 2 EVALUATION	16
ADVISOR CHECKLIST FORM	17
FREQUENTLY ASKED QUESTIONS	18

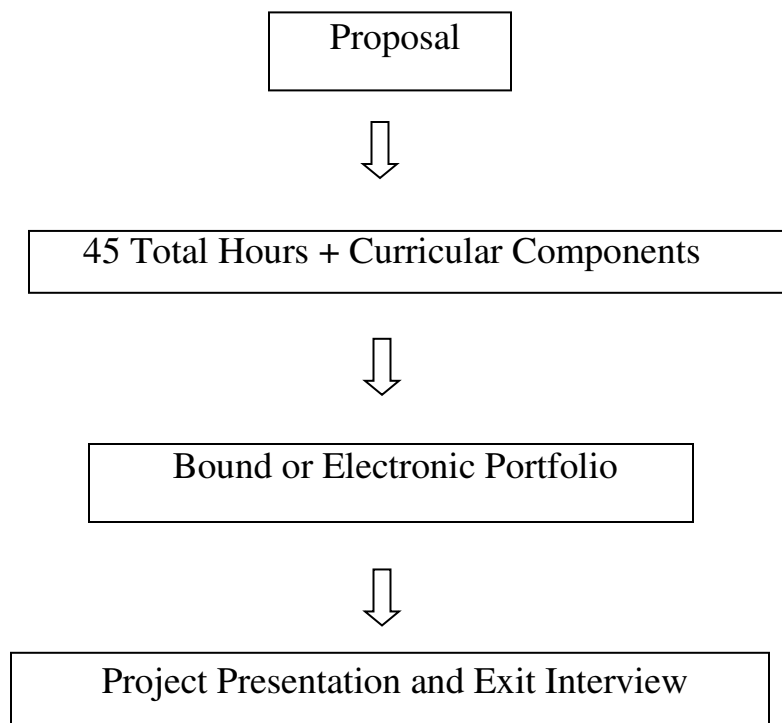
PROJECT OVERVIEW

In compliance with Chapter 4 requirements:

“Each school district shall specify requirements for graduation in the strategic plan under 4.13 (relating to strategic planning.) Requirements shall include course completion and grades, completion of culminating project and results of local assessments aligned with the academic standards.”

In accordance with the graduation requirements of the Shenango Area School District and the Commonwealth of Pennsylvania, all students will have an opportunity to pursue an area of interest and apply the skills that they have learned throughout their K-12 years of schooling. The senior project allows students to showcase their talents, abilities, and interests in a manner most fitting to their own learning styles and areas of strength.

The Shenango High School Senior Project ensures that upon graduation, each student will gain a better understanding of their civic responsibility to their community and to their local government, will have an opportunity to exercise their strengths and abilities in a unique way, and will deliver this information through a formal presentation.



PROJECT REQUIREMENTS

Students are required to submit a proposal of their senior project intentions at the end of their junior year. The senior project is comprised of the following five components:

I. Curricular Components

- A. Students will complete the proposal letter in English 11 / Honors English 11 courses.
- B. Students will complete a resume in their senior English courses.
- C. Students will complete a *Demonstrated Understanding of Governmental Process* in Social Studies 12 / AP Gov't courses with documentation.

II. A Minimum of 30 hours of community service

- A. Service hours / projects detailed in letter and approved
- B. Students must keep a log of approved community service hours and the log must be signed by an adult supervisor, who is not a family member.
- C. Students are not to receive any type of compensation for their volunteer work and should not receive service hours during the school day.
- D. These hours can be in the form of service at an existing agency or through the development of student's own approved project.
- E. A written description/reflection of the service activity/activities performed.

III. A Minimum of 15 hours of job shadowing

- A. Students must keep a log of approved job shadowing hours and it must be signed by an adult supervisor, who is not a family member.
- B. Job Shadowing should be completed outside of the regular school day to the largest extent possible. Students are strongly encouraged to complete hours during the summer months prior to the start of the school year.
- C. Job shadowing hours should be completed in a career field that is of future interest to the student. More than one site is required. (Total time requirement for all sites combined is 15 hours.)
- D. Students must complete a Career Pathway Profile for each site.
- E. Students must include a copy of Thank You Letters to Job Shadow sites.

IV. Bound or Electronic Portfolio and Exit Interview

- A. All completed forms must be organized in a bound or electronic portfolio. Required portfolio components include: Proposal Letter, Resume, Gov't Process Documentation, Quarter 1 Evaluation, Quarter 2 Evaluation, Advisor Checklist, Log of Community Service Hours, Community Service Reflection, Log of Job Shadowing Hours, and Career Pathway Profiles. Portfolio components may also include photos, certificates, and other artifacts related to senior projects, beyond the required forms. Students are encouraged to include a demonstration, artifacts, or create a short "visual" presentation (PowerPoint, Prezi, webpage...etc).
- B. Project Presentations and Exit Interviews will be held in the spring of the senior year. The presentation will last approximately 15 minutes. The interview committee will be comprised of Shenango faculty and staff members and may include members of the community. Each student must be prepared to present a presentation of his or her senior project and respond to interview questions.

SENIOR PROJECT TIMELINE

2015-2016

May 2015	Junior Class meeting to introduce senior project
May 28, 2015	Turn in proposals for approval
September 2015	Meet with advisors
November 4, 2015	Quarter 1 Evaluation due w/ minimum of 15 hours Deadline for Project Revisions
January 22, 2016	Quarter 2 Evaluation due w/ minimum of 30 hours
March 2, 2016	Early turn-in date for Additional Points
March 16, 2016	Deadline to submit portfolio
March 23, 2016	Project Presentations / Exit Interviews (<i>tentative date</i>)

***Dates are subject to change due to any adjustments in the school calendar, but students and advisors will be notified promptly.*

Each student will be assigned to a faculty advisor who will monitor the student's progress throughout the school year and during the completion of the portfolio and exit interview. Seniors will meet with their project advisors on a routine basis throughout the school year. Students must provide documentation of any hours completed to advisors in order to receive credit for the Quarterly Evaluations.

WRITING YOUR PROPOSAL

The senior project proposal letter is a formal letter written to your project mentor/advisor. This letter clearly states the plan for your project. It relates your interest in the topic and states what you will be doing to meet the requirements. This letter will be drafted and completed at the end of your junior year. Once the proposal is submitted it will be approved by building administration, unless revisions are required in which case it will be returned to you with feedback.

A sample Proposal Letter can be found on the next page.

Students are responsible for completing hours as outlined in the approved proposal letter. Should you need to make a change to your proposal, a paragraph of explanation should be submitted to your advisor and the Guidance Office for approval.

WRITING YOUR RESUME

A resume is a valuable document to use for job applications, applications for post-secondary studies, and scholarship applications. It is a central place to organize your experiences and accomplishments. You will begin to outline your resume this year in your 11th grade English class. As you complete components of your graduation project (i.e. community service and job shadowing), you can add them to your resume. You can also update your resume throughout your senior year to include any new activities, honors, and/or employment. The final document can take on the format of your choice, but should include: contact information, an objective, educational information, any work experience or job shadowing, and community service and/or activities. A sample resume can be found on Page 8, and additional samples will be available in the Guidance Office.

SAMPLE PROPOSAL LETTER

Senior Project Committee
Shenango High School
2550 Ellwood Road
New Castle, PA 16101

May 7, 2015

Dear Committee:

I'm intrigued by the profession of medicine and have a great deal respect for people who can dedicate their lives to caring for other people. I believe that a profession in health care is right for me. For this reason, I hope to focus my senior project on medical professions to help solidify and guide my career interests before entering college. Currently, I would love to work with school-aged children and help them and their families deal with medical issues, self-esteem and healthy lifestyles. Working in a hospital setting sounds both challenging and exciting. My interest in this field was largely influenced by personally dealing with many health care professionals during surgeries I had when I was in elementary school. A doctor and a physical therapist not only helped me heal from my surgeries but also helped my family and I deal with my illness. Through the Senior Project I hope to solidify my aspirations of pursuing one of many careers in health care.

In planning for job shadowing, I hope to contact someone in a hospital setting who might allow me to shadow an x-ray or ultra sound technician and also a pediatric nurse. I would also like to observe these jobs in an office setting. My goal is to follow them through the course of their work day and also questions about their educational training and level of enjoyment working in their fields.

With regard to community service, I am currently seeking a volunteer position with a local summer camp for students. My intention is to volunteer my time this summer working with some type of underprivileged youth. If approved, I hope to first contact someone at the Highmark Health High Five program to seek involvement with a Summer Grief and Bereavement Camp that they offer in our region each year. I would also like to contact someone from a Hospice Agency, to see if they have any available community services opportunities to work with severely ill patients.

Sincerely,

(sign your name)

Jane Doe

SAMPLE RESUME

JANE DOE
123 Elm Drive
New Castle, PA 16101
(724) 555-1234
email: janedoe@gmail.com

OBJECTIVE

To pursue further education in the field of psychology or veterinary science

EDUCATION

Shenango Jr./Sr. High School, New Castle, Pennsylvania
Anticipated graduation: June 2016
Active member of National Honor Society, SADD, and Drama Club
GPA: 3.45

WORK EXPERIENCE

K-Mart

Sales Associate

July 2014 - present

- Provided customer service
- Selected as "Employee of the Month" in April 2015

XYZ Veterinary

Job Shadowing

August 2015

- Completed ten hours with a veterinarian and vet techs
- Observed and assisted with appointments of small animals

SERVICE / VOLUNTEER EXPERIENCE

Community Food Bank

Volunteer

September and October 2015

- Assisted in sorting of food items for distribution at local food bank.

Summer Camp

Volunteer Camp Counselor, Hoyt Institute

August 2015

- Led arts, crafts, sports, games, camping, and hobby workshops for groups of children, ages 8-10.
- Monitored groups of children on field trips to the zoo and water parks.

HONORS / AWARDS

- Selected as "Student of the Month", Earned Honor Roll for 4 years

COMMUNITY SERVICE SUGGESTIONS

- Vacation Bible Schools
- Senior Citizen Homes
- Sunday School (assistant teachers)
- New Castle Public Library
- Church Group
- Recycling Center
- Fire Department
- Athletic Association (coach/umpire)
- Habitat for Humanity
- Boy Scouts
- Girl Scouts
- PA Game Commission
- Tutoring
- United Way
- Booster Organizations (concession)
- American Cancer Society
- Animal Hospital/Shelter
- Rescue Mission
- Shenango Outdoor Classroom
- Volunteer Coaching
- Relay for Life
- Lawrence County Fair
- Shenango Community Park
- Nursing Home
- Moraine State Park
- School Sponsored Activities
- Technology Assistance Projects
- Blood Drive
- Mission Trips
- Humane Society
- Food Banks
- Summer Kid's Camps
- Big Brothers/Big Sisters

***Additional opportunities will be announced and posted through the Guidance Office and English classes throughout the year.*

COMMUNITY SERVICE LOG

SHENANGO HIGH SCHOOL SENIOR PROJECT

Activities	Date	Supervisor's Name (Please Print)	Supervisor's Signature	Phone #	Hours

Total Hours: _____

JOB SHADOWING LOG

SHENANGO HIGH SCHOOL
SENIOR PROJECT

Activities	Date	Supervisor's Name (Please Print)	Supervisor's Signature	Phone #	Hours

Total Hours: _____

CAREER PATHWAY PROFILE

NAME: _____

CAREER PATHWAY: _____

Based on Senior Project **Job Shadowing** requirements and other career related exploration, please complete this following Career Pathway Profile for inclusion in your Senior Project Portfolio and Exit Presentation/Interview. Feel free to expand beyond the space provided or information requested below.

Describe your job shadowing experience, including the career field, company information, location, and the professional's name and position:

What types of professional and work activities did you observe or discuss during the experience?

What qualities of this career field are attractive to you as you consider this profession?

What qualities of this career field are undesirable to you as you consider this profession?

What are some things that you learned or experiences you gained by completing this experience?

CAREER PATHWAY PROFILE

What type of education/training is required for this career field? Where could you obtain this education/training? How long does it take to complete?

Identify the pay, benefits and relevant working conditions for this career field. It is important to note the difference between beginning, median and the advanced/experienced pay. Is there job stability and security?

Overall, did the job shadowing experience increase or decrease your likelihood of pursuing this career path? Please explain why.

THANK YOU LETTER SAMPLE/TEMPLATE

Thank you letters are an important business courtesy. It is important to thank your site supervisor for the time and effort he/she has given to assist you along your career pathway. The following is a template for a thank you letter to send following your experience. We encourage you to have your advisor or another adult review your letter before you send it to the supervisor.

(Name and contact information for site supervisor)

Dr. Andrew McKissick
Veterinarian
Apple Grove Veterinary Clinic
1725 Harlansburg Road
New Castle, PA 16101

(Date)

May 7, 2015

Dear Dr. _____:

(Thank your supervisor for his or her time and helpfulness)

Thank you for allowing me to spend the afternoon with you and your veterinary technicians. I appreciate your help and answering my questions about the field.

(Tell him/her why this experience was important to you. Share some of the things that you learned)

This experience was extremely helpful to me as I begin applying to colleges. I learned that a veterinarian will need to take the same types of courses in college that a “human” doctor needs to take. I also learned that there are over 22 different specializations for veterinarians to study (small animal, large animal, laboratory, radiology.). I was surprised to find out the differences in training, salary, and responsibilities between veterinary technicians and veterinary assistants.

(Add anything else that you would like)

I learned a great deal from observing and talking with you and your staff. I hope that you will continue to participate as a job shadowing site so that other students can benefit from this experience like I did.

Sincerely,

(sign your name)

(type your name) Jane Doe

QUARTER 1 EVALUATION

The purpose of this form is to provide a benchmark for student progress on the proposed Senior Project. This form should be included in the completed portfolio at the end of the year. Students must provide documentation of any hours completed to advisors in order to receive credit.

Student Name: _____ Today's Date: _____

1. Has the student maintained the goal of achieving what was in their approved proposal letter?

☐ Yes

☐ No. If not, please explain any changes from the proposal and why:

2. To date, the student has completed _____ total hours towards their project.

*****NOTE:** If student has not completed a total of 15 hours by this evaluation, a 1-point deduction will be taken from each evaluator's final score sheet.*

3. Number of community service hours complete _____.

4. Number of job shadowing hours complete _____.

5. Please note any specific challenges / concerns about project completion:

QUARTER 2 EVALUATION

The purpose of this form is to provide a benchmark for student progress on the proposed Senior Project. This form should be included in the completed portfolio at the end of the year. Students must provide documentation of any hours completed to advisors in order to receive credit.

Student Name: _____ Today's Date: _____

1. Has the student maintained the goal of achieving what was in their approved proposal letter?

☐ Yes

☐ No. If not, please explain any changes from the proposal and why:

2. To date, the student has completed _____ total hours towards their project.

*****NOTE:** If student has not completed a total of 30 hours by this evaluation, a 1-point deduction will be taken from each evaluator's final score sheet.*

3. Number of community service hours complete _____.

4. Number of job shadowing hours complete _____.

5. Please note any specific challenges / concerns about project completion:

ADVISOR CHECKLIST

Student _____ Advisor _____

Interview Date/Time: _____

Project/Portfolio Components: Initial the following when completed.

- _____ Proposal Letter has been signed and approved
- _____ Any changes to Proposal Letter submitted and approved
- _____ Resume included
- _____ Governmental Process Documentation completed/reviewed
- _____ Community Service Log has been completed/reviewed
- _____ Community Service Reflection written/reviewed
- _____ Job Shadowing Log completed/reviewed
- _____ Career Pathway Profiles completed/reviewed
- _____ Total Cumulative Hours have been met
- _____ Quarter 1 Evaluation completed
- _____ Quarter 2 Evaluation completed
- _____ Bound /Electronic Portfolio is complete,
including the above items, and approved

Presentation / Exit Interview

- _____ Student has discussed presentation format and any other considerations (technology, materials, appropriate attire, etc.) with advisor

Early Completion: Initial if necessary (March 2, 2016 for additional points)

- _____ My advisee completed his/her project in full on _____ (date).

****NOTE:** *If student has not completed project components by this evaluation, a **1-point** deduction will be taken from each evaluator's final score sheet.*

FREQUENTLY ASKED QUESTIONS

Below are some of the frequently asked questions about the senior project as well as some restrictions.

How long will it take to complete my Senior Project?

The projects can take a significant amount of time. In addition to the Community Service and Job Shadowing hours, it will take time to make all of the necessary arrangements to set up those activities, gather artifacts and assemble a portfolio. The projects are intentionally proposed at the end of the junior year to allow students to work on the projects over the summer prior to their senior year. It is highly recommended to take advantage of this time and not leave the Senior Project to complete later in the senior year.

What happens if something I propose does not happen? Can I change my project?

This happens from time to time and students are permitted to change their projects for appropriate reasons. Simply failing to do the project will result in not graduating. However, unforeseen reasons arise and should be directed to the student's project advisor. Project revisions should be submitted by **Nov 4th**. In appropriate situations, students should write a *paragraph of explanation* in addition to their proposal letter justifying and explaining any changes before completing activities that were not approved in original proposal letter.

Can I count previous community service hours?

Only Job Shadowing, Community Service and project hours that happen *after* the project is presented to juniors and they receive approval count toward the Senior Project. Service to your community is always encouraged, but the project hours must happen between May of the junior year and when the portfolio is due in March of the senior year.

Can I raise money for a charity as part of my project?

Yes, however there are some restrictions. It is commendable that many students wish to raise money for charities; however, students are not permitted to solicit funds **DURING** the school day. If a student collects any money, then he or she needs to complete a fundraising form under the supervision of their project advisor. Forms are available in the high school office that record what money was collected and how it was distributed. Students raising money must work very closely with a project advisor and have all activities and transactions approved through them.

Can I Job Shadow or do Community Service with my parents?

Community service and job shadowing cannot be with a family member. In some cases it can be completed at their place of employment, but the hours must be supervised by another individual. Special circumstances may be approved by the administration.