

Timeline for Your Culminating Project Assignments and Due Dates Checklist

Summer/Fall Due Dates		
Component 1		
Project Proposal	May 16/Sept. 16	_____
Parent Approval Form	May/16Sept. 16	_____
Mentor Form	May 23/Sept. 30	_____
Component 2		
Final Draft Research Paper	June 1/Oct. 28	_____
Component 3		
Mid-year Mentor Evaluation	Sept. 2/Dec. 13	_____
Presentation Outline	Nov. 1/February 28	_____
End of Project Mentor Evaluation	Nov. 10/March 15	_____
Advisor Project Evaluation	Nov. 14-15/March 19-21	_____
Component 4		
Oral Panel Presentation	Nov. 28-19/March 26-28	_____
Component 5		
Reflective Paper	Jan. 6/April 27	_____

Note

- You must complete at least 40 hours of hands-on project learning which must be documented on the Mentor Evaluation forms.
- If you plan on completing your project during the summer of 2011, you must discuss this with your advisor and obtain approval first. Components 1 and 2 must be completed and each piece must receive a passing grade before June 9, 2011 so you can proceed with Component 3 over the summer.

Culminating Project Proposal

Student Name _____

Advisor _____

1. I am going to accomplish the following for my Culminating Project:
2. My end product for this project will be:
 -
 -
3. Major steps for reaching this goal are (list at least 5 major steps, in order):
 -
 -
 -
 -
 -
4. I estimate the cost of this project to be _____.
5. A minimum of three specific and relevant topic areas I will research for my project and paper are:
 -
 -
 -
6. The career pathway that this project involves is:_____.

7. This project relates to my future in the following way(s):

8. Write a paragraph describing why you chose this project.

9. This project will challenge me in at least the following three ways:

-
-
-

10. Three types of evidence or proof of my progress, excluding my final product will be:

-
-
-

11. My product will be evaluated in at least the following three ways:

-
-
-

12. Two types of assistance I will require from my mentor are:

-
-

13. If my project is not accepted my second choice for a project is:

Parent/Student Informed Consent and Commitment Section:

As parent(s)/guardian(s) and student, we are aware the Okanogan School District requires that all four phases of the project: research paper, project, presentation and reflection must be passed in order to graduate from Okanogan High School. We understand that if the project is a product, 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 a part of the presentation, showing the student doing the activities.

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/our consent and authorization to participate in _____ as part of the student's Culminating Project. My/our student will participate in activities which include _____

I/we realize that the Okanogan School District will not have staff present during the time that our student is participating in Culminating Project activities. I/we assume full responsibility of supervising our child for all activities involved in their Culminating Project.

I/we understand that the educational purpose of the Culminating 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 for the business world.

I/we understand that grades for any part of the Culminating Project may be connected to assignments in English. Students may receive credit for written reports detailing their experiences and research. Students not enrolled in senior English class will not receive any grades but are required to meet the same minimum standards of accomplishment for any and all parts of the Culminating Project as students enrolled in OKHS English class. The district is not sponsoring the activities and will not be responsible or liable for any activities the students choose for the Culminating Project.

Further, we as parent/guardian and student understand that faking or plagiarizing the paper or project will lead to failure of the Culminating Project, resulting in possible failure to graduate, participation in commencement as well as loss of assignment grades in the corresponding English class.

I/we are fully aware of the special dangers and risk inherent in the activities my student has chosen to participate in for this project, including any and all physical injuries, death or other consequences that may arise or result directly or indirectly from the activities. Being fully informed and aware of the risks associated with these activities, I/we hereby give my/our consent for the above named student to participate in the activities described. Additionally, I/we assume all risk of injury or liability and waive any right of recovery from or to bring suit against the Okanogan School District for any personal injury, death or other consequences arising of our participation in activities, except for the sole negligence of the District.

Parent/Guardian Signature _____ Date _____
(Parent or legal guardian signature reflects their knowledge and approval of the activities described)

Parent email address _____ Cell _____

Student Signature _____ Date _____

Student email address _____ Cell _____

Proposal 'Yes' Test

Content Requirements:

- _____ 1. Clear plan of accomplishment
- _____ 2. Project must be career oriented and incorporate two of the following criteria:
 - Academic
 - Community Service
 - Personal Growth
- _____ 3. Clear end product
- _____ 4. Major steps in reaching goals are clear and attainable
- _____ 5. Cost estimate included
- _____ 6. Three specific and relevant research topic areas identified
- _____ 7. Career pathway identified
- _____ 8. Relationship to student's future identified
- _____ 9. Project represents a challenge for this student
- _____ 10. Three proofs of progress identified
- _____ 11. Three evaluation criteria for student's projects are listed
- _____ 12. Identifies assistance required from mentor
- _____ 13. Required signatures from parent/guardian and student are included

NOTE:

**No proposal will be accepted
or reviewed until it meets all
the 'Yes' Test requirements.**

**Please attach this page to your proposal.
Do not fill out! – To be completed by advisor only.**

Proposal: **Accepted**_____ **Rejected**_____

Advisor
Signature_____

Mentor's Guide

All components shall show evidence that will prepare the student for postgraduate life.

The student, through completing the Culminating Project, will demonstrate that he/she can communicate satisfactorily and effectively both in written and oral form. He/ she will also need to have the ability to organize their time, make long term plans, persevere, work independently, and problem solve. He/she will accomplish this by completing the following five components.

1. **Pre-project Preparation** – This component of the culminating project includes the Project Proposal, Parent Approval, and Mentor Approval Forms. A crucial part of this phase is mentor selection.
2. **Research Paper** – The research paper outlines what learning took place before the actual project begins. Once the student completed his/her research, she/he wrote a seven page (maximum) paper explaining what he/she has learned. The final draft of this paper, with the notes, is due **October 28, 2011**.
3. **Project** – This component of the culminating project is where students apply what they have learned. Though the requirements of the project will vary, the end result is that students should have a product to showcase. The mentor will meet with the students monthly and will be given an evaluation sheets to assess how well students have completed their project. Make sure to look over these evaluation sheets early in the project because it lays out the expectations students should be striving to master. The project must be completed **by March 15, 2012 with advisor project evaluations March 19-21**.
4. **Oral Presentation** – The students will appear before a panel of judges and give a ten to fifteen-minute summary of the results and findings of their paper and project. Following this there will be a five-minute questioning period where the students will be required to field questions from the judges and defend their experience. The panels will be made up of three to five judges, one of which will have some degree of expertise in each of the students' project areas. You may be asked to be a member of a panel. Oral presentations will be in the evenings of **March 26-28, 2012**.
5. **Reflective Paper** – One of the most valuable lessons we can learn is to look back and take stock of our accomplishments. The reflective paper is two pages long. The seniors have the opportunity to ponder what they have accomplished in this activity. The Reflective Phase must be completed by **April 27, 2012**.

Paperwork and deadlines start at the beginning and continues throughout the project. Students need to complete forms and meet the deadlines of each component of their project before they can begin the following section.

Mentor Directives

You are an important part of the Culminating Project experience. Students are expected to do their own work. However, help is sometimes needed to:

- 1) Provide guidance as to the shape and form of the project. For example, a student's project might be too large in scope. The mentor would need to help the student narrow the focus to more manageable size.
- 2) Get them started! Sometime it is necessary to guide (not direct) the student through the process of deciding what steps need to be taken, and in what order.
- 3) Provide suggestions as to where to go for reference materials.
- 4) Provide emotional support.
- 5) Complete mid-year and end of project evaluations including the sign-off on hours spent on hand-on project learning.

Mentor Expectations

- 1) Be able to attest to what you have observed. Of the 40 hours minimum the student is to spend on hands-on project learning - How many were you directly involved in or personally aware of? Was the final product worthy of forty hours effort? What have you seen?
- 2) Encourage students to maintain work that is acceptable and reflects as honest attempt to do the best job possible.
- 3) You will be asked to complete an evaluation of the student in the middle and at the end of the project.

Our expectation is that mentoring for these students will be enjoyable, challenging and rewarding. We have high expectations for the quality of work that Okanogan seniors are capable of demonstrating. Please hold them to these high standards. If any problems or questions arise, please call Bob Shacklett at (509) 422-3770, Zach Spaet (ext. 3155), or Aaron Nickelson (ext. 3106). If email is more convenient, try:

bshacklett@oksd.wednet.edu,
zspaet@oksd.wednet.edu
anickelson@oksd.wednet.edu

Mentor Approval Sheet

The following is to be completed by the student and signed by the mentor and parent.

Due Date: October 1, 2010

Student Name: _____

Advisor: _____ Email: _____

I plan to do my research on: _____

My project will be on: _____

Mentor's Name: _____

Address: _____

Telephone: _____ (Day) _____ (Evening)

Email: _____

How much time do you see yourself spending with your mentor?

You will need to touch bases with you mentor at least once each month.

Will you need a great deal of guidance?

What kind of information will you need from your mentor?

I have received and understand the mentor guidelines:

Mentor Signature

Date

Parent Signature

Date

Mentor Evaluation Rubric

To be completed by mentor

Mid-Year

Yes	No	I have observed the following:
		The student exhibited positive communication skills while working with me.
		The student contacted me in a timely manner.
		The student was respectful and considerate of my time and schedule.
		The student shared sufficient information about their experience to reveal a work ethic I am confident will serve them well later in life.
		I would be willing to write a recommendation for this student.
		The student demonstrated personal growth through the experience.
		The student demonstrated how this experience broadened their horizons.
		The student has made it clear how this experience will help prepare them for postgraduate life.
		Total time spent on Component 1 and 2 this evaluation period.
		Total Hands-on Time (Component 3) with Mentor this evaluation period.
		Total Hands-on Time (Component 3) without Mentor this evaluation period.
Mentor Comments:		

REVISED 5-4-11

Acceptable _____ Unacceptable _____

Mentor Signature _____

Print Student Name _____

Student Evaluation Rubric

To be completed by mentor

End of Project

Yes	No	I have observed the following:
		The student exhibited positive communication skills while working with me.
		The student contacted me in a timely manner.
		The student was respectful and considerate of my time and schedule.
		The student shared sufficient information about their experience to reveal a work ethic I am confident will serve them well later in life.
		I would be willing to write a recommendation for this student.
		I have written a recommendation for this student.
		The student demonstrated personal growth through the experience.
		The student demonstrated how this experience broadened their horizons.
		The student has made it clear how this experience will help prepare them for postgraduate life.
		The student did not exceed their proposed budget.
		<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;">Total Hands-on Time (Component 3) with Mentor this evaluation period.</div> <div style="width: 20%;"></div> </div>
		<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;">Total Hands-on Time (Component 3) without Mentor this evaluation period.</div> <div style="width: 20%;"></div> </div>
Mentor Comments:		

REVISED 5-4-11

Acceptable _____ Unacceptable _____

Mentor Signature _____

Print Student Name _____

SCP Timesheet

(Attach to Mentor Evaluation Form)

[illegible]

Culminating Project Advisor Evaluation Form

1. _____ Introduction (P/F/E) – Introduce yourself and name you project area. Tell why or how you chose your specific project (narrative story?) Give a short introduction to your research and how you applied it to your project. Transition to explanation.

2. _____ Explanation (P/F/E) – Explain your specific learning activities. How did you go about achieving the result you did? What specific, step-by-step things did you do? How many hours did it take? Have you accomplished what you originally proposed? Why or Why not?

3. _____ Expansion (P/F/E) – What have you learned from the things you did during the project? Where did you start and where are you now in terms of skills and understanding? Did you learn about anything in addition to what you proposed for your project? Personal knowledge?

4. _____ Product (P/F/E) –Show a product or visual that proves your effort and supports what you have said about your learning in #3 above. Sometimes you will actually be showing this while you are doing numbers 2 and 3. You may also do a demonstration that illustrates your ability. Make sure to save time in your presentation to show your product or demonstration.

5. _____ Conclusions (P/F/E) – Reflect on your strengths and weaknesses as a learner. Focus on what went well and what created challenges in your project. How did this project prepare you for post-graduate life?

You should plan on 15 minutes to complete all five parts above.

‘P’ pass, ‘F’ fail, ‘E’ excellent

Presentation Scoring Rubric

	Criteria (See "Presentation Requirements.")	Score P-F-E
1	Presenter looks directly at the audience with interest and does not depend on notes.	
2	Presenter's vocalization is clear and well paced with appropriate volume and inflection.	
3	Presenter uses proper grammar.	
4	Presenter is dedicated to engaging the audience.	
5	The introduction is creative, ends with a clear indication of what the presenter will be talking about and acknowledges the mentor.	
6	The speech has a clear beginning, middle and end. It follows a logical sequence and shows thought and planning.	
7	The speech includes details and anecdotes.	
8	The presenter makes clear connections between the Culminating Experience and other life experiences.	
9	The presenter describes how the project prepared him or her for postgraduate life.	
10	In the conclusion, the presenter makes a strong statement or powerfully impacts the audience with unique insight.	
11	Presenter has interesting quality visual/audio aids prepared with care and attention to details.	
12	Presenter integrates and uses visual/audio aids effectively.	

'P' pass, 'F' fail, 'E' excellent

Comments:

Presenter's Name _____ Date _____

Overall grade, Pass/Fail/Excellent _____

Scoring Rubric for the Reflection Paper

	YES	NO
Student has clearly demonstrated or described personal growth as a result of this experience.		
It is clear that the student has broadened his/her horizons as a result of this experience.		
The student has clearly defined how this experience prepared him/her for postgraduate life.		
The student described how their budget was met or adjusted based on approval and described need.		

For acceptance all items must be scored "Yes" by evaluator.

Reflection Paper Accepted _____ Resubmit Reflection Paper _____