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Dear Senior Parent or Guardian:

Over the fall semester your senior will be involved in planning, preparing, and presenting a senior project. Senior students will receive a packet of information and timelines that details every step and responsibility expected of them. Please take the time to ask your student to show you this packet. (You may also access it on the Sheridan High School website).

The intent is for these projects to be even more meaningful by tying them to a possible career, field of interest or community service. The senior project includes: the design, implementation, documentation and presentation of the project to a committee in January.

The senior project is an important part of meeting the State of Oregon Career Related Learning Standards for graduation. These standards were implemented so students could demonstrate the qualities employers in the work force, the armed services, college and vocational schools have recognized as important.

As a parent/guardian of _____ a senior at Sheridan High School, I am aware that my son/daughter must complete and present their Senior Project in order to graduate.

I agree to release the school district and its employees from all claims arriving from financial obligation incurred, or damage, injury, or accident suffered while my daughter/son participates in the project that he/she has chosen.

We urge seniors to consider the safety factor when selecting their project. The advisory teacher or administration must approve all projects. Projects will not be approved for activities which are deemed illegal, immoral, and/or dangerous, or which violate school rules.

If you have any questions, please call the high school at 503-843-2162.

Date: _____ Phone: _____

Parent/Guardian

Print Name: _____

Signature: _____

Student

Print Name: _____

Signature: _____

SENIOR PROJECT GOALS

Through the process of completing a senior project, it is the goal of this district to increase student performance and a sense of relevancy in education. This project provides transitional opportunities for students in the areas of career choices, a field of interest and/or community service. With the assistance of community and school resources, students will complete a hands-on project of interest to them.

Upon completion of this project it is the expectation that students will have developed skills and abilities in the areas of time management, decision-making, building real-world connections, challenging themselves, and creating an end product or performance, which demonstrates their accomplishments.

Program Goals:

1. Students create a bond between secondary and post-secondary education opportunities.
2. Students plan, prepare and implement a comprehensive proposal, which connects their education and interests to possible opportunities.
3. Students extend learning opportunities, and thus their standards of performance.
4. Students increase their sense of pride, integrity, and value in themselves, and develop a sense of belonging in the surrounding community.
5. Students utilize technology in presenting project or outcomes from mentored work site agreement.
6. Students challenge themselves with in-depth coverage of the content of their project or mentored work site agreement.
7. Students reflect on their past and present school and relate it to their future opportunities and future goals.

SENIOR PROJECT TIMELINE/CHECKLIST

September:

- Parent Letter and Consent signed
- Project proposal submitted to Senior Focus advisor
- Project timeline due (this is part of your proposal)
- Senior Project Proposal Contract due
- Project Notebook created (A final copy of this notebook, with all required documentation must be submitted when you give your presentation)
- Volunteer Agreement form filled out and signed
- Gather necessary resources
- Begin project (Keep track of hours and resources used on your Documentation and Time Log pages)

October:

- Work on your project (preparation, implementation, or completion, depending on your timeline)
- Continue to keep accurate log of your time and the resources you use/spend.
- Keep your Project Notebook updated, fill it with pictures/forms/flyers/documents, etc.

November:

- Begin the final phases of your project.
- Start developing your PowerPoint – use the scoring rubric as a guideline for your presentation
- Continue to fill up your Notebook (remember, this is due at your presentation)

December:

- Finalize PowerPoint presentation
- Practice presentation
- Sign up for presentation date in January
- Complete your project self-evaluation form (essay format is preferred)
- Complete the Student/Teacher evaluation form (see information on the form itself)
- Complete your notebook

January:

- Polish your presentation
- Review presentation date and time that you set in December and remember to show up at the appropriate time!
- Present your project
- Submit your Notebook
- Pass! 😊

PROJECT PROPOSAL – DIRECTIONS*

The project proposal helps you get your project ideas organized. When finished, you should have a document that contains your overall goal, the objectives to get to that goal, budget, etc. It is to help you plan. Include information per the instructions below.

Final document must be:

*typed

*12 point font

*Times New Roman

*1 inch borders

Goals: State the overall goal of your project.

Objective: List the steps (objectives) that will lead to the accomplishment of your goal (project). These should be steps that you can clearly state are “met” or “not met”. Start with verbs like, “complete”, “work”, “start...”

Rationale: Why have you chosen this project? Describe.

Time Line: On a separate piece of paper, list by day, week, month, each task you must complete. Use the “Senior Project Time Line” as a guide. Be sure to include all necessary tasks.

Resources Needed: On a separate piece of paper, list all the resources needed (mentors, budge, materials, arrangements for facilities, prior knowledge needed, skills, etc.) Think of everything and make an item-by-item list.

Budget: Write in budget format (spreadsheet) every expenditure you think you may incur as a result of completing your project. Remember to include things like gas, food, and transportation costs.

** When your written proposal is completed, have your Senior Focus teacher read, evaluate, sign, and date the proposal.*

SENIOR PROJECT CONTRACT*

The project contract is an agreement on what you are going to do to fulfill the Senior Project requirement. Complete all sections of the contract. Your contract is not complete until you have all the required signatures.

Name: _____ **Date:** _____

Project start date: _____ **Project end date:** _____

Project site: _____

Project: Be specific and cite any details necessary to explain what you are planning to do.

Project sketch: (if applicable) attach it to the back of this form.

Resources needed:	Cost of materials
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	Total Cost: _____

Approval Signatures:

Student: _____ Date: _____

Advisor: _____ Date: _____

Volunteer Mentor: _____ Date: _____

Administration: _____ Date: _____

* When your contract is completed and you have the appropriate signatures, you may begin your project.

VOLUNTEER AGREEMENT SIGNATURE PAGE

STUDENT NAME: _____ DATE: _____

BUSINESS/ORGANIZATION NAME: _____

BUSINESS/ORGANIZATION ADDRESS: _____

MENTOR NAME: _____ PHONE #: _____

The student agrees to:

1. Keep regular attendance both in school and on the job, and not work on any weekday the student does not attend school unless the teacher authorizes the absence.
2. Notify the teacher and the mentor if unable to report as scheduled.
3. Show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, good dress, and willingness to learn.
4. Consult the teacher about any difficulties arising at the work site.
5. Conform to the rules and regulations of the work site.
6. Furnish the teacher with all the necessary information, reports, and monthly logs.
7. The teacher **MUST** approve any employment resignation or interest in changing worksites in advance.

Student's Signature: _____ Date _____

The School agrees to:

1. Review the student's project proposal
2. Assist in solving problems relating to student's project.
3. Assist the employer/mentor as questions or concerns arise.
4. Review the student's time log.

Teacher's Signature: _____ Date _____

The Mentor agrees to:

1. Mentor the student approximately _____ hours each week during the student's project period.
2. Conform to all Federal and State regulations regarding employment, safety, child labor laws and other pertinent regulations.
3. Consult the teacher about problems related to the student's volunteer experience.
4. Provide meaningful volunteer experiences for the student.
5. Sign time log verification.
6. Report unexpected student absences from experience by contacting the teacher and/or high school.

Business/Organization Signature _____ Date _____

DOCUMENTATION FOR THE SENIOR PROJECT

1. Keep a log of hours completed on your Senior Project experience.
2. Document, document, document! Collect as much documentation along the way (i.e. pictures, brochures, descriptions, web pages, etc.)
3. The documentation should prove you did what you said you did. Documentation of your experience is one of the single biggest factors in the Senior Project experience.
4. Documented hours are required to pass. You need to put in at least 30 hours, but you will probably end up with a lot more. Plan ahead and use your time wisely.
5. Procrastination makes the project more difficult. Be easy on yourself. Plan ahead. Success comes from planning, not from luck. Start your project no later than the middle of September, or you will not have time to complete it.
6. We will be looking closely at documentation to help determine your final grade.
7. The log is an account of the hours spent, what you did, for how long, and a running total of hours completed.

Documents collected: (This is a sample form. Create your own table/chart to provide evidence of proper documentation. You will also use pieces of this documentation.)

Type of Document : picture, brochure, advertisement, enrollment form, etc.	Comments (date, time, occasion, people in the photos, place you obtained the document, etc.)
Ex. Picture	Taken the first day of volleyball camp, Coached Lisa, Jill, and Renee with 3 6 th grade students
Ex. Brochure	This is the brochure I handed out to make people aware of volleyball camp.
Ex. Project Site	This is the form I had to fill out in order to reserve the gym for my volleyball camp
Ex. Project Materials	I had to get 20 volleyballs, scorecards and nets together for our volleyball camp.
Ex. Project Participants	I asked my friends to help coach, and we had 30 kids show up for the camp.
Ex. Project Steps	I had to find coaches, a location for the camp, recruit the participants, plan drills, provide snacks, and create a tournament bracket for the final tournament.
Ex. Project Research	I had to learn the drills and rules of volleyball, so I read about it and asked the high school volleyball coach for information.
Ex. Project Results	We held camp for 7 days, there were 30 participants, they all gained new knowledge about volleyball and we held a tournament at the end of the project.
Ex. Project Completion	I gave every student a certificate of completion and then we had an awards ceremony.

A PowerPoint presentation of 25 slides is to be completed on your project. The slides should include an introduction and a conclusion. The other slides should use the information that you discovered when researching your project/career, collecting data, and completing the project.

SENIOR PROJECT POWERPOINT SCORING GUIDE

Student: _____ Date _____

Creation of slides	Total Value	Points Given	Scoring Key 6 = Exceptional * 5 = Met and gone beyond adequate 4 = Met and adequate 3 = Not yet met – some problems exist in this area 2 = Significant problems exist in this area 1 = Not acceptable 0 = Not Scoreable/Missing *This would result in Extra Credit <u><i>Comments and Notes:</i></u>
Opening slide with title	4		
Minimum of 25 slides	4		
Used variety of PowerPoint features (transitions, sound, graphics)	4		
Content			
Initial idea of project is presented	4		
My Project Was....	4		
Project Goals and Objectives	4		
Documentation of Project (i.e. pictures, brochure, display)	4		
Personal experience gained	4		
Relationship of proposed career to project	4		
Timeline of project	4		
Resources cited	4		
Budget	4		
Problems that occurred	4		
Graphs and/or Tables	4		
Introduction of support group	4		
Organization			
Delivery of Presentation	4		
Timing and transition of slides	4		
Language and Professionalism	4		
Miscellaneous	4		
Conclusion sums up the project	4		
Total Points	80 is		
Final Grade	passing		

Scored by: _____

PROJECT SELF-EVALUATION

Directions: You may choose to answer these questions as a list or in an essay that is typed. (The essay is preferred). Regardless of the format, be sure that your work answers the questions completely. Keep your self-evaluation concise and to the point. Remember the goal is to analyze and discuss how well or poorly you completed your project. Give specific examples from your project experience. These self-evaluation questions are based on the project-scoring guide, and your answers will determine much of the grade you earn.

1. Date project started _____ Date project completed _____
2. Estimated total hours spent on your project activities.
3. How many meetings did you have with your staff advisor about your Project? What was the result of each meeting?
4. Give examples of the activities you did to plan, carry-out (do) and complete the project. Given an example of each and say what you could have done differently.
5. Describe how your project is unique; not like other projects.
6. How did you go beyond what you previously knew about the subject?
7. Give examples of what resources you used (people, places, and things), and explain how these resources were used effectively.
8. Give examples of what resources you used (people, places and things) , and explain how these resources were used effectively.
9. Discuss at least three problems or frustrations you had in the implementation of your project, and tell how you resolved them.
10. Using examples, specifically describe how your project was a risk and/or learning stretch.
11. Explain what you learned in completing the project.
12. Give yourself a letter grade and justify it (give good reasons).

STUDENT/TEACHER EVALUATION FORM

Student: Ask a teacher to complete this form for you. When it is complete, take the time to review the form, then write a one-page essay that compares/contrasts your answers with your teacher's answers.

Teacher: _____ Date: _____ Please complete this form and compare with student who is named below.
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Student: _____ Date: _____ Please complete this form and compare with the teacher named above.

Student Proficiency												
	(Circle One)											
Category	Excellent			Satisfactory				Unacceptable			Comments	
	10	9	8	7	6	5	4	3	2	1		
Attendance												
Punctuality												
Verbal skills												
Written skills												
Listening skills												
Problem-solving												
Ability to follow Directions												
Self-directedness												
Preparedness												
Completes work on time												
Work Quality												
Cooperation with others												
Positive Attitude												
Grooming												
Overall Rating												