

**Teton High School
SENIOR PROJECT
HANDBOOK
2018-2019**



2018-2019 Senior Project Due Dates

September 28:	Senior Project Proposal
October 15	Senior Project Timeline
October 31:	First Time-log/journal check
November 30:	Second Time-log/journal check
January 31:	Third Time-log/journal check
April 1:	Project Completed
April 1:	Research Project Paper Completed
May 3:	Speech completed
May 3:	Project journal completed

Student Name: _____ Advocacy Teacher: _____

Senior Project

"The Senior Project is a comprehensive assignment that is designed to be a culmination of each student's academic experiences from his/her high school career." (Idaho State Board of Education) The project at THS is designed to help students showcase their high school experience in a specific area of interest. It will be comprised of learning, research, writing, application and presentation. The project **cannot be in conjunction with other projects** (such as an Eagle Scout Project) **or other classes/clubs**. The research paper may not, under any circumstances, be a paper written in previous or current classes. The senior project is a pass/fail project. To pass, the student will need to receive a "yes" on every question that is listed in the project rubric.

Project Option (choose one)

1. Learn Something: Research and learn something culminating to your high school experience.
2. Build something: Build a project that will demonstrate your learning from your high school experience.
3. Community Service: Do a community service that is a demonstration of your high school experience.

Examples of a Senior Project (not limited to these examples)

- **A physical product:** painting, scientific model, rebuilt engine, a cabinet
- **A written product:** short story, book of poetry, novelette, newspaper articles
- **A performance:** dance or singing recital, theatrical production, video creation, produce a culinary show
- **A teaching or leadership experience:** teach middle school health classes about teen alcoholism, put on a basketball camp for elementary students
- **A physical experience:** learn to scuba dive, start a fitness program.
- **A career related project:** investigate a career by working in the field with someone who is currently employed in the area and produce a document related to that field (brochure, guide, pamphlet)
- **A technology project:** develop a program that will help facilitate students learning in accounting, build a robot

Required Components

- Write a response to each question in the project proposal describing the project and how it is a culminating experience to your high school experience. (Only after completing this response and approval from your Advocacy teacher may you proceed.)
- Write a timeline of key components.
- Write a research paper that is meaningfully connected to the topic and area of interest that you've chosen for this senior project. You may not, under any circumstances, re-use any papers written in previous or current classes. The paper must be in MLA format, be three to five pages long, and contain 6-10 sources for the research. The works cited page must be included. Submit the research paper to your Advocacy Teacher through turnitin.com.
- A Project Portfolio will be a compilation of all paperwork and journal entries completed along the way. This may be done electronically if desired.
- Documentation of project along the way. Helpful documentation would be the actual artifacts from research, pictures, videos, etc.
- Give an 8-15 minute oral presentation of your Senior Project. This presentation will be given during your Advocacy class to their Advocacy Teacher, their Advocacy class, and at least two other adults approved by their Advocacy Teacher.

- The project must include 35 hours which includes a minimum of 10 hours of community service and 25 hours of work on the project.

Senior Project Proposal

The senior project proposal will be turned into your Advocacy teacher. The approval will be given by your Advocacy teacher with consultation from the counselors and administrators. You will need to type the proposal, answering the following questions:

- What will you be doing for your project?
- What will you gain/learn through doing this project?
- How is this project a culmination of your high school experience or how will it help you with your post high school plans?
- What will you do for your community service? Can you tie it into your project? If not, how will it be beneficial to you and your community?
- Who is your mentor and why is he/she qualified to help with this project?

This proposal needs to explain in detail each point. The proposal is due September 28, 2018. Please use the Senior Project Proposal Form in the Appendix.

Do not propose to do an outdoor project that cannot be completed by April 1, 2019. It will not be accepted.

Senior Project Timeline

The senior project timeline is a list of important steps in the project with dates for your mentor/Advocacy teacher to help you stay on track. Make sure you include research paper due date, dates of work time for project, dates of any performances or pertinent dates to the type of project selected, tentative date for your speech to your Advocacy class, tentative dates for your service project(s). These dates are flexible but no later than the due dates stated at the front of the senior project packet. If you need to change the timeline work with your Advocacy teacher and mentor.

Use the Senior Project Timeline Form in the appendix. You may wish to use a Google Sheets to help with this timeline.

The Project Portfolio

All seniors will be expected to organize and prepare a professional looking portfolio (a physical binder or electronic portfolio) of their senior project. A required part of the portfolio will be a journal that records **EACH time they work on the project**. Their journal should begin with the date and end with the actual time (hours, minutes) spent on the project for the at occasion, as well as describing what he/she did. The student should include journal entries that describe success, failures, frustrations and victories. In other words, the journal should record not just time and work done, but also feelings, emotions, reactions, and the learning that took place. Journal entries can cover as little as a short phone call to arrange an interview, or as much as a day spent working on the project. The journal is critical when the advisor evaluates the portfolio. The journal entries can initially be handwritten, but the final one will need to be typed. Make sure it is accessible as you work on your project.

The Project Portfolio should include the following organized in his order:

- Senior Project Proposal
- Senior Project Timeline
- Journal entries including hours logged
- Final Mentor Verification if not Advocacy teacher
- Copies of letters sent to judges
- Senior Project Self-Evaluation Form
- Graded Copy of research paper
- Other evidence of project. i.e. notes from interviews, pictures, research documents, etc.

This will be turned into your advisor in a three-ring binder or an electronic portfolio. Make sure your hours add up to at least 35 hours and show the 10 service hours. The hours may, and often will, exceed the 35 hours. Use the log form from the appendix or use a Google Sheets to create a Spreadsheet for the Journal entries including hours logged.

Letter to Judges

You will need to select and invite two out of the three judges who will sit on your Senior Project Speech and Presentation. The third judge will be your Advocacy teacher. A letter to these individuals needs to be composed and sent to them inviting them to your Senior Project Speech and Presentation. The judging panel will be comprised of your advocacy teacher, a community member and your third judge may be a choice of a former teacher (not in the high school), religious leaders, neighbors, one other school employee, or a community member. Judges need to be twenty-three years old or older. They may not be family members. The judges will be present at the speech and presentation. One of the purposes for writing this letter is to give the judges an introduction to you as a whole person, beyond the work you have done on the senior project. They will be able to see you as a young adult with goals, interests, and opinions. Your mentor may not be a judge but can be a guest.

Your letters should include the following:

- Describe what a senior project is
- Explain what you did for your senior project
- Explain what the presentation is
- Explain the need to have judges
- Give an invitation to the person to be one of your judges along with the date and time of your project speech and presentation

A sample letter is included in the appendix.

Senior Project Final Mentor Verification

Student Name:

Project Description:

As a mentor, we are asking you to verify this student's efforts on his/her Senior Project. Since most of the time spent on the project has been out-of-school, verification of the student's effort is necessary. Please answer the following questions to help us evaluate your student's project. **This form is if your advocacy teacher is not your mentor.**

1. Can you verify that he/she has completed the project? If you cannot, please DO NOT sign this form until you are assured the project has been completed. Yes No
2. How many hours do you feel this student has spent on the project? _____
3. Have you seen this project at different stages of completion, not just the final phase? Yes No
4. The student should have been keeping contact with you in respect to the project. Comment on how they did in this aspect.

5. Please evaluate how this student has seemingly extended his/her learning beyond previous experience and knowledge by way of doing this project.

Mentor's Signature:_____ **Date:**_____

Senior Project Self-Evaluation

(Must be typed)

Student name:

Date:

Advocacy Teacher:

Research topic:

1. Describe your physical project IN DETAIL:
2. Describe what you did for your community service and how it relates to your project.
3. How many total hours did you spend on your project?
4. What date did you start?
5. What date did you finish?
6. What are three things you learned from working on the project?
7. What are three things you learned from your research paper?

Senior Project Research Paper

Reminder: Write a research paper that is meaningfully connected to the topic and area of interest that you've chosen for this senior project. You may not, under any circumstances, re-use any papers written in previous or current classes.

Name of Student:

Senior Project Research Paper Rubric

Length of paper minimum of 3 pages, not including the works cited page.	Yes	No
Works Cited Page	Yes	No
Submitted to Turnitin.com and is original work (not plagiarized)	Yes	No
Paper shows the student knows how to write a research paper	Yes	No
Content is on the research project	Yes	No
There are at least 6 resources used in the paper	Yes	No
Paper is in MLA format	Yes	No

Senior Project Speech and Presentation

For the presentation portion of the project you will be giving an 8-15 minute presentation to a panel of judges and your Advocacy class.

Length: No less than 8 minutes and no more than 15 minutes.

Required attire: Business dress, you should treat this like you are interviewing for the most important job you could ever want.

Points to cover:

- Thank your judges for being present.
- What was your project?
- What did you do for community service?
- What research did you do for your research paper?
- How did you grow and what did you learn through the entire process?
- How were your research paper and project linked if applicable?
- What obstacles did you encounter? How did you overcome them?
- Did your project work?
- What might you change if you were to do it again?
- What went well?
- Memorable moments?

You must speak for 70% of your presentation. In other words, you can't just show a video of your project for the whole time. This is an assignment to demonstrate your speaking abilities.

Be prepared to answer questions!

What to Bring:

- The physical project if possible
- Photographs of you actually doing your project and/or video of you completing your project (especially if you don't have a physical project to show)
- A Google Slides Presentation
- Senior Project Portfolio
- Anything else that you feel will help present your project

Post speech: Thank the judges and advocacy class, shake hands of judges, collect your presentation material.

Name of Student:

SENIOR PROJECT FINAL GRADING RUBRIC

The senior project is finished	Ye s	N o
The project portfolio requirements are fully fulfilled.	Ye s	N o
The student passed the senior project speech and presentation with a sum score of all the judges points equals 80 points or higher. Total Score: _____	Ye s	N o
The research paper fulfilled all the requirements of the rubric.	Ye s	N o

PROJECT PORTFOLIO RUBRIC

The Senior Project Proposal form is present.	Ye s	N o
The Senior Project Timeline is present, contains all the requirements, and shows how it was changed if needed.	Ye s	N o
Journal entries are included. The entries document a minimum of 25 hours for the project and 10 hours of service equaling a total of 35 hours .	Ye s	N o
The Final Mentor Verification is completed and present if mentor is not the student's advocacy teacher.	Ye s	N o
Copies of the letters sent to the judges are included.	Ye s	N o
The Senior Project Self-evaluation is filled out and included.	Ye s	N o
The research paper received a passing grade.	Ye s	N o
The Other Evidence is organized and included demonstrating an acceptable level of professionalism.	Ye s	N o

Three individuals will serve as judges for the Senior Project Speech and Presentation, one or two will be a faculty member from Teton High School. One of the judges will be the Advocacy teacher. They will individually use the rubric below. The three judges' scores will be added together and transferred to the Senior Project Final Grading Rubric.

Name of Student:	S u p e r i o r	G o o d	C a p a b l e	E m e r g i n g	N o t P r e s e n t
Name of Advocacy Teacher:					
PROJECT SPEECH & PRESENTATION RUBRIC					
Introduction – has a clear purpose, interesting and attention getting	4	3	2	1	0
Body of speech – Described with accurate and appropriate detail what their project was and what they did for community service. Information goes beyond general knowledge.	4	3	2	1	0
Learning stretch – Clearly explained what they learned and how they grew doing this project. Gave examples of obstacles they encountered and how they overcame them.	4	3	2	1	0
Conclusion – summarizes, makes memorable impression	4	3	2	1	0
Balanced content – not too much on research paper or too much on project – shows a relationship between the paper and the project (if applicable)	4	3	2	1	0
Language usage – standard grammar, accurate pronunciation, word choice, transitions, etc.	4	3	2	1	0
Visual/audio aids – interesting, appropriate, neat, creative demonstration if appropriate	4	3	2	1	0
DELIVERY					
Eye contact – does not just read off cards or Google Slides. Looks at judges	4	3	2	1	0
Verbal – volume, articulation, rate, pitch, tone	4	3	2	1	0
Enthusiasm/Sincerity	4	3	2	1	0
ANSWERING QUESTIONS					
Impromptu skills – confidence in answering questions quality of responses – information and knowledge represents depth of information, answers demonstrate interest in questions, enthusiasm and poise	4	3	2	1	0

Comments:	Total Points:

Appendix

- Senior Project Proposal
- Senior Project Timeline
- Senior Project Journal Entries with hours
- Sample Letter to Judges

Senior Project Proposal Form

Please type your responses in detail to each question. No, handwritten response accepted. This must be a maximum of 1 page.

1. What will you be doing for your project?

The project will be a multimedia presentation to help educate students and faculty in Teton High School, and people living in Teton Valley about different types of disabilities people face, what it's like to live as a person with a disability, the many activities that people with disabilities are capable of achieving and helpful accommodations people can provide to help a person with a disability be successful.

2. What will you gain/learn through doing this project?

The project will give a better understanding and more empathy for people with disabilities. At the same time, helping people realize that a person with a disability is first a human with the same human needs as everyone. Furthermore, help others know the best aid they can provide a person living with a disability so they can live the best life possible.

3. How is this project a culmination of your high school experience or how will it help you with your post high school plans?

Having been born with Cerebral Palsy, Yohan has always been in a wheelchair. Often people don't realize how much he is capable of achieving even though he is in a wheelchair. Hopefully this project will create better understanding and acceptance for Yohan and for other people with disabilities

4. What will you do for your community service? Can you tie it into your project? If not, how will it be beneficial to you and your community?

Participating with RAD recycling with Justin Smith.

5. Who is your mentor and why is he/she qualified to help with this project?

Heather Brown will be the mentor. She is Yohan's aide. She has worked in Special Ed for 7 years.

Senior Project Timeline

[illegible]

Senior Project Journal Entries with Hours

Date	Activity	Hours on Project		Journal Entry
		Project	Community Service	
Total Hours				

Letter to Judge Sample

555 E Ross Ave.
Driggs, ID 83422
Phone number you want them to reach you

February 20, 2019

Judge's Name
Address
City, ID Zip

Dear [Judge's Name]

I am writing to invite you to be a judge at my senior project speech and presentation on March 20, 2019 at 11:15 am at Teton High School in Room _____. Please check in the office and the office staff will issue a visitors badge.

Write a paragraph describing the following

- Describe what a senior project is
- Explain what you did for your senior project
- Explain what the presentation is
- Explain the need to have judges

I look forward to having you as a judge at my senior project speech and presentation. Please contact me at (208)###-#### to confirm that you will be able to attend.

Sincerely,

Sign

Student Name