

# **Teton High School Senior Project Handbook 2022-2023**





# 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 is comprised of research, writing, 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 statement listed in the project rubric.
- This project is a culmination of what the student has learned throughout high school.
- Choose a project from one of the following categories.
- The student’s parent cannot be their mentor.
- The project cannot be started until the proposal has been approved.

Learn Something	Build/Create Something	Lead Something
<ul style="list-style-type: none"> <li>• Research and learn about something you are interested in. <b>**</b></li> <li>• <b>A physical experience:</b> learn to scuba dive, start a fitness program.</li> <li>• <b>A career related project:</b> investigate a career by working in the field with someone who is currently employed in the area.</li> </ul>	<ul style="list-style-type: none"> <li>• Build/create something you are interested in.</li> <li>• This may count towards your community service hours</li> <li>• <b>Examples:</b> painting, scientific model, rebuilt engine, a cabinet</li> <li>• <b>A written product:</b> short story, book of poetry, novelette, newspaper articles</li> <li>• <b>A technology project:</b> develop a program that will help facilitate students learning in accounting, build a robot</li> </ul>	<ul style="list-style-type: none"> <li>• Lead an activity.</li> <li>• This may count towards your community service hours</li> <li>• <b>A performance:</b> dance or singing recital, theatrical production, video creation, produce a culinary show</li> <li>• <b>A teaching or leadership experience:</b> teach middle school health classes about teen alcoholism, put on a basketball camp for elementary students</li> </ul>

**\*\* Must be completed during the school year**

**\*\* Must be at least six pages in length**

**\*\* Must have at least five sources**

## 2022-2023 Senior Project Due Dates (Main Components)

September 23, 2022	Senior Project Proposal
September 23, 2022	Senior Project Pacing Guide
October 17, 2022	Time-log check #1
October 17, 2022	Journal check #1
November 14, 2022	Time-log check #2
November 14, 2022	Journal check #2
December 12, 2022	Time-log check #3
December 12, 2022	Journal check #3
April 12, 2022	Community service completed
April 12, 2022	Project completed
April 12, 2022	Research Project Paper completed
May 3, 2022	Presentation completed
May 3, 2022	Project portfolio completed

# Senior Project Proposal

## Due September 25, 2021

The senior project proposal is a typed document answering specific questions about the project plan. Proposals are submitted to the student's Advocacy teacher for approval. **Please type responses in detail to each question.**

1. What will you be doing for your project (**Learn, Build/Create, Lead**)?
2. What will you gain/learn through doing this project?
3. How will this project be a culmination of your high school experience?
4. How will it help you with your post high school plans?
5. 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?
6. Who will be your mentor and why is he/she qualified to help with this project? (Answer this question **IF** you have a mentor)

**Do not propose to do an outdoor project that cannot be completed by April 9, 2022. It will not be accepted.**

SENIOR PROJECT PROPOSAL RUBRIC		
Project stated ( <b>Learn, Build/Create, Lead</b> )	Yes	No
Gains from project completion	Yes	No
Culmination of your high school experience	Yes	No
Post high school plan help	Yes	No
Community service plan	Yes	No
Mentor (if applicable)	Yes	No
PROPOSAL APPROVED	Yes	No

# Senior Project Pacing Guide

The senior project pacing guide is a task calendar to help the student stay focused. Students can use this tool to determine how many hours per week to spend on their project. Mentors and Advocacy teachers can use this tool to help the student stay on track. **Below is an example of a pacing guide.** (Highlighted tasks emphasize due dates and asterisk (\*) indicate reminders.)

<p><b>August/September</b></p> <ul style="list-style-type: none"> <li>*Log time and journal notes</li> <li>My senior project ideas</li> <li>Can my idea work?</li> <li>Finalize my idea</li> <li>Ideas for community service</li> <li>*pictures/other evidence</li> <li>Gains</li> <li>Proposal due</li> <li>Pacing guide (to do list with dates) due</li> </ul>	<p><b>October</b></p> <ul style="list-style-type: none"> <li>*Log time and journal notes</li> <li>Mentor (get one if needed)</li> <li>Research-print article, read, highlight, put in portfolio</li> <li>Community service ideas (if not part of project)</li> <li>Work on project - check pacing guide - on track?</li> <li>Set up portfolio (binder with dividers)</li> <li>*pictures/other evidence</li> <li>Time log/Journal check #1 due</li> </ul>
<p><b>November</b></p> <ul style="list-style-type: none"> <li>*Log time and journal notes</li> <li>Work on project- check pacing guide - on track? Research-print article, read, highlight, portfolio</li> <li>Check in with mentor (if applicable)</li> <li>Time log/journal check #2 due</li> <li>Community service over Thanksgiving break (if not part of project) - 3 hours</li> <li>*pictures/other evidence</li> </ul>	<p><b>December</b></p> <ul style="list-style-type: none"> <li>*Log time and journal notes</li> <li>Work on project - check pacing guide - on track?</li> <li>Research-print article, read, highlight</li> <li>Check in with mentor (if applicable)</li> <li>Community service over Christmas break (if not part of project) - 6 hours</li> <li>*pictures/other evidence</li> <li>Time log/Journal check #3 due</li> </ul>
<p><b>January</b></p> <ul style="list-style-type: none"> <li>*Log time and journal notes</li> <li>Work on project - check pacing guide</li> <li>Research paper</li> <li>Check in with mentor (if applicable)</li> <li>Community service - 1 hour</li> <li>*pictures/other evidence</li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>*Log time and journal notes</li> <li>Work on project - check pacing guide - on track?</li> <li>Research paper - rough draft</li> <li>Check in with mentor (if applicable)</li> <li>Community service (if not part of project and/or not done)</li> <li>Think about date for speech &amp; presentation (advocacy teacher)</li> <li>Think about judges</li> <li>*pictures/other evidence</li> </ul>
<p><b>March</b></p> <ul style="list-style-type: none"> <li>*Log time and journal notes</li> <li>Work on project - check pacing guide - on track?</li> <li>Research paper - final draft</li> <li>Mentor verification (if applicable)</li> <li>Community service (if not project &amp; needed)</li> <li>Finalize date for presentation (advocacy teacher) Judge letter</li> <li>*pictures/other evidence</li> </ul>	<p><b>April</b></p> <ul style="list-style-type: none"> <li>*Log time and journal notes</li> <li>Senior project due</li> <li>Research paper due</li> <li>Work on presentation/portfolio</li> <li>Check with judges; check date with Advocacy teacher</li> <li>Work on self-evaluation</li> <li>Work on portfolio</li> <li>Work on presentation &amp; portfolio</li> </ul> <p><b>May</b></p> <ul style="list-style-type: none"> <li>Give presentation; turn in portfolio</li> </ul>

# Senior Project Time-log

The student should spend 35 hours on their Senior Project including ten hours of community service, and twenty-five hours of work on the project. The Senior Project Time-log is necessary to convey work done in the following areas:

- Brainstorming
- Research
- Conversations about project
- Tentative dates
- Work

\* *Google Sheets or a calendar can help with tracking. Below is an example of a time-log.*

Date	Key Component	Time Spent	
		Project Related	Community Service
9/8/20	Brainstormed ideas	15 minutes	
9/12/20	Worked on proposal	30 minutes	
10/1/20	Researched articles	30 minutes	
10/5/20	Community Service		1 hour

# Senior Project Journal

The Senior Project Journal documents student learning experiences and consists of a date and a description of monthly activity. Journal entries should include successes and victories as well as failures and frustrations.

Example:

9/15-10/15	<i>This last month I brainstormed ideas about what to do for my project and looked at possible community service ideas. I talked to a lot of my friends and my parents. One thing that was frustrating is that I had a few good ideas, but when I started to dig deeper, I realized that they were not going to work out due to time and money. After talking with Mr. Hansen, I decided that I would build a new trophy case for Mr. Birch's office. This will benefit everyone because I am good at carpentry, Mr. Hansen agreed to be my mentor, and Mr. Birch will have a great trophy case. Through this process I have learned that sometimes my first plan will not work, and I have to keep at it.</i>
10/15-11/15	
11/15-12/13	



# Senior Project Research Paper

Students are required to write a research paper related to the chosen topic and area of interest for their project according to the following criteria:

- The paper is organized (introduction, body, and conclusion)
- The research is connected to the project.
- The paper is in MLA format. ( [www.owl.purdue.edu](http://www.owl.purdue.edu) )
- Works Cited page is attached.
- In-text citations match information on the Works Cited page.
- The paper is at least three pages long (unless longer length required).  
The paper has at least three sources (unless additional are required).
- Submit the research paper to your Advocacy teacher.
- **You may not, under any circumstances, re-use any papers written in previous or current classes.**

SENIOR PROJECT RESEARCH PAPER RUBRIC		
Name of Student:		
Is the research paper at least three pages - not including the Works Cited page? (Unless longer length required)	Yes	No
Is there a Works Cited page attached?	Yes	No
Was the research paper submitted (all original work)?	Yes	No
Is the research paper organized (introduction, body, and conclusion)?	Yes	No
Do the in-text citations match the information on the Works Cited page?	Yes	No
Is the content of the research paper connected to the project?	Yes	No
Are there at least three sources used in the research paper? (Unless additional are required)	Yes	No
Is the research paper in MLA format?	Yes	No

# Letter to Judges

Three judges will sit on the senior project presentation panel. One judge is the student's advocacy teacher and the other two are invited by the student. The student will write a letter inviting their judges to evaluate their project presentation. A judge from the community is highly recommended. If a teacher is asked to be a judge, the audience will double in size and the student may need to schedule the auditorium for their presentation.

- Examples of judges could include
  - A community member
  - A teacher
  - A religious leader
  - A neighbor
  - A school employee (Counselor, Secretary, Administration, etc.)
- Judge requirements
  - Twenty-three years old or older
  - Nonfamily members
  - Mentors may not be a judge but can be a guest
- A letter to these individuals needs to be composed and sent to them; include the following information:
  - Describe what a senior project is
  - Explain what you did for your senior project
  - Explain what the presentation is
  - Explain the need to have a judge

# Sample Letter

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

February 20, 2022

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 **(fill in presentation date)** 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 presentation. Please contact me at (208) ###-#### to confirm that you will be able to attend.

Sincerely,

Sign

Student Name

# Project Presentation Instructions

The project presentation is a five to eight minute speech with a slide show demonstrating the student's speaking ability. The student presents to a panel of three judges and other students in their Advocacy class. Students should treat this like they are interviewing for an important job interview. Students are expected to dress in business attire and must speak for 70% of the presentation. In other words, they cannot just show a video of the project for the whole time. The student will be judged according to the following criteria:

## Introduction

- Student name
- Title of project
- What you did for your senior project
- Background: how you came up with the idea
- Explain your interest in your project topic
- Describe what you did for community service and how those hours applied to your project (if applicable)
- Introduce judges (spell their names correctly on the slide)
- Identify the connections your judges have to your project

## Body

- Explain how you completed your project
  - Make sure you are visually documenting
  - Research and other evidence
  - Interviews, etc.
- Describe some of the challenges you had with the project
  - Explain how you overcame those challenges
- Describe what you learned from doing this project
  - Include how your high school experience helped you
  - Include how you grew (what can you do now that you couldn't do before?)

## Conclusion

- What might you change if you were to do it again?
- What went well?
- Memorable moments?
- Thank your (audience, advocacy teacher, mentor, judges, etc.)

## 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 do not have a physical project to show)
- A google slides presentation
- Senior project portfolio (binder with dividers)
- Anything else that you feel will help present your project

**Post speech:** After your presentation remember to shake the hands of your judges, collect your presentation material.

# Project Presentation Slide Show Format

## Introduction:

### **Slide #1** Title slide

- Name
- Title of project
- Picture

### **Slide #2**

- What you did for your senior project
- Background: how you came up with the idea
- Explain your interest in the project

### **Slide #3** Community service

- Explain how you earned 10 hours of community service
- State if your community service is directly tied to your project

### **Slide #4** Judges

- Introduce each by name (spell correctly)
  - State their connection to the project

## Body:

### **Slide #5** Project

- Explain how you completed your project
  - Add pictures from your project
  - Add other evidence from research such as articles and interviews

**Additional** support slides are recommended

### **Slide #6** Challenges

- Describe some of the challenges you had with the project
  - Explain how you overcame those challenges

### **Slide #7** Learning stretch

- Describe what you learned from doing this project
  - Include how your high school experience helped you
  - Include how you grew (what can you do now that you couldn't do before?)

## Conclusion:

### **Slide #8** Summarize

- Explain the parts of your project experience that went well
- Describe the parts of your project experience that you would change, and how you would change it
- Explain what you think you will remember most (memorable moments)
- Thank your (audience, Advocacy teacher, mentor, judges, etc.)

### **Slide #9** Works Cited (MLA format) ([www.owl.purdue.edu](http://www.owl.purdue.edu))

### **Slide #10** Questions

The two judges that you invited plus your Advocacy teacher will use the rubric below. The three judges' scores will be added together and transferred to the senior project final grading rubric.

# PROJECT PRESENTATION RUBRIC

Name of Student: Date:	4	3	2	1	0
<b>Introduction:</b>  Name State what you did for your senior project Background (How you came up with the idea?) Explanation of interests Community service Judge introduction (name and connection)					
<b>Body:</b>  Describe in detail how you completed your project Supportive evidence (research, interviews, pictures, etc.) Challenges Learning stretch <ul style="list-style-type: none"> <li>• What you learned/how you grew</li> <li>• How your high school experience impacted your learning</li> </ul>					
<b>Conclusion:</b>  Explain what went well Describe changes that you would make if you were to do it again. Memorable moments Thank you (audience, Advocacy teacher, mentor, judges, etc.)					
<b>Delivery:</b>  Language usage (standard grammar, accurate pronunciation, formal word choice, etc.) Eye contact (don't read off screen or note cards) Verbal (volume, articulation, rate) Confidence					
<b>Questions:</b>  Gives quality responses Demonstrates depth of knowledge					
<b>Visual aids</b> (physical project, photographs/videos, and other supportive materials)					
<b>Works Cited</b> (MLA format):					
<b>Total score:</b>					

Comments:

# Senior Project Final Mentor Verification

(Required for a summer project; optional for a project done during the school year)

Student Name:

Project Description:

Mentor Name:

Mentor connection to the project:

Mentor: please verify the student's efforts on his/her senior project by answering the following questions:

QUESTIONS FOR 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. Did the student spend at least 25 hours on the project?	Yes	No
3. Have you seen this project at various stages of completion, not just the final phase?	Yes	No
4. Did the student keep in contact with you about the project?	Yes	No

Comments:

Mentor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Senior Project Self-Evaluation

Rate yourself in each category and provide an explanation for each rating.

Student name:

Date:

	A	B	C	D	F	Explanation
	4	3	2	1	0	
Proposal						
Pacing Guide						
Time-log						
Journal entries						
Project						
Research paper						
Community service						
Presentation						
Portfolio						
Comments:						



# The Project Portfolio

The student submits their project portfolio to their Advocacy teacher in a three-ring binder provided by the teacher. The portfolio includes these documents assembled in the following order:

- Senior project proposal
- Senior project pacing guide
- Senior project time-log
- Senior project journal
- Research paper (graded copy)
- Copy of letters sent to judges
- Project presentation graded rubric
- Senior project final mentor verification (if applicable)
- Senior project self-evaluation
- Other evidence of project. i.e., notes from interviews, pictures, research documents, etc.

PROJECT PORTFOLIO RUBRIC		
The <b>Senior Project Proposal</b> form is present.	Yes	No
The <b>Senior Project Pacing Guide</b> is present, contains all the requirements, and shows how it was changed if needed.	Yes	No
Journal entries are included. The entries document a minimum of <b>25 hours</b> for the project and <b>10 hours of service</b> equaling a total of <b>35 hours</b> .	Yes	No
The <b>Final Mentor Verification</b> is completed and present if mentor is not the student's advocacy teacher.	Yes	No
Copies of the <b>letters sent to the judges</b> are included.	Yes	No
The <b>Senior Project Self-evaluation</b> is filled out and included.	Yes	No
The <b>research paper</b> received a passing grade.	Yes	No
The <b>Other Evidence</b> is <b>organized</b> and included demonstrating an acceptable level of professionalism.	Yes	No

## SENIOR PROJECT FINAL GRADING RUBRIC

Name of Student:

Senior project proposal complete	Yes	No
Senior project pacing guide complete	Yes	No
Time-log: Senior project (25 hours)	Yes	No
Time-log: Community service (10 hours)	Yes	No
Senior project journal entries complete (3 checks)	Yes	No
Senior project research paper complete	Yes	No
Letters to judges	Yes	No
Senior project presentation <ul style="list-style-type: none"> <li>The student passed the senior project presentation with an average score of 20 points out of the 28 possible.</li> </ul> <p style="text-align: right;">Average score: _____</p>	Yes	No
Final mentor verification (if applicable)	Yes	No
Self-evaluation	Yes	No
Senior project portfolio complete	Yes	No