

Clearview High School

Senior Project Handbook

Class of 2011

Senior Project...
Explore, Experience, Excel



Project Coordinators:
Mr. Robert Painter and Mr. George Wachowiak

A Resource for Students, Parents, Faculty Advisors, Community
Sponsors, Site Visitors and Adjudication Panel Members

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Rationale

The Senior Project responds to a senior's desire for increased freedom, recognition and self-determination. It also provides a support system for students making the transition to work or higher education, and promotes student awareness of responsibilities and opportunities in the community.

The Project

Selected students meeting the prescribed Project guidelines will spend the final 3 weeks of the senior year working in the areas of community service, career exploration or independent research.

The Project will begin on Monday, May 9th for the class of 2011. The 75-hour endeavor is created and secured by the student, but a significant support structure exists to assist in the process. A presentation is required in front of a 5-person Adjudication Committee, which will be held on Tuesday, May 31st, 2011. A required Symposium is scheduled on Wednesday, June 1st, 2011, as the culminating activity for the project.

Students selected to participate in Senior Project must successfully complete it in order to participate in the graduation ceremony. All participants will be graded on a pass/fail basis. **PARTICIPATION IS A PRIVILEGE, NOT A RIGHT.**

*Modifications will be made for students with special circumstances (i.e. band/choir rehearsals, athletic practices).

Senior Project Timeline

2010-2011

September	Informational meeting with students during Senior class meeting
September	Senior Project pamphlet mailed home with interim reports
October	Meeting with students interested in the project. (TBA)
November	Meeting with students – preliminary Project ideas submitted (TBA)
January 13	Declaration of Interest forms due
January 28	Evaluated Declaration of Interest forms returned and Project Application packets distributed
February	Tentative Project eligibility confirmed
February 11	Project Application Draft Review
February 17	Project Application Draft Due
March 2	Project Application, Sponsor and Parental agreements submitted to Project Coordinators
March 23	Project Applications returned
April 8	Project revisions due, if applicable
April 21	Calendar submitted to Project Coordinators
April 29	Participating Seniors receive year-end checkout and Grade Validation Forms
May 7	Release forms submitted to Mr. Painter
May 9	The Senior Project begins. Students will work a total of 75 hours in a 3 week period, maintaining a detailed journal of locations, observations, accomplishments and accumulated hours. During this process, students build portfolios, prepare their presentation and meet weekly with Faculty Advisors.
May 17	General Senior Project meeting. Students submit Community Sponsor Project Progress Report and report on their portfolio progress
May 31	Presentations to Adjudication Committee and Portfolios due
June 1	Students report at designated time to present Projects at Symposium

*Adjudication committee review portfolios (time TBA)

*Participants scheduled to deliver 10-minute project presentations to designated Adjudication committee.

*Seniors present Projects (tri-fold board required) during evening Symposium (time TBA)

Senior Project Guidelines

Participation in the Senior Project is a privilege awarded to those interested seniors who meet the following academic and behavioral criteria:

- 1.) Passage of ALL Ohio Graduation Tests
- 2.) Final grade of C or better in all senior classes
- 3.) No unexcused absences in any class during the senior year
- 4.) No more than 10 excused absences in any class (field trips and planned college visitations excluded)
- 5.) No in-school restriction or out-of-school suspension during senior year
- 6.) No fees, fines, or obligations

*Students and parents must sign all designated contracts. Also, students may not receive compensation for work performed during the project.

Project Requirements (student's responsibilities)

- Design the Project (develop goals and calendar)
- Secure a Faculty Advisor (faculty members may advise no more than 3 students)
- Secure a Community Sponsor
- Complete Declaration of Interest Form and Application Packet
- Attend all Senior Project meetings
- Adhere to Senior Project deadlines
- Obtain all appropriate signatures from parents, sponsors, coaches, advisors, and all second semester teachers
- Submit contract form
- Work 75 hours during the last three weeks of school (journal entries, portfolio creation and Symposium preparation may be used in accumulation of total hours – documentation required)
- Maintain daily journal
- Attend weekly meetings with Faculty Advisor
- Prepare Summative Reflection (written, video, etc...)
- Present Project Overview at Symposium

Participants' Responsibilities

Project Coordinators

Purpose: To serve as flexible, proactive managers throughout the Senior Project process.

- Develop, organize and present spring and fall informational meetings
- Create and update Senior Project Handbook
- Communicate specific Project components to students, parents, staff, community members and administrators
- Assemble Approval and Adjudication Committees
- Maintain Senior Project Committee and organize meetings as needed
- Train and/or support faculty/staff/community sponsors and new committee members
- Confirm eligibility of all applicants
- Participate on Approval and Adjudication Committees
- Manage and maintain records
- Organize Adjudication symposium and disseminate Symposium information to all participants.
- Collect all Project materials (journals, portfolios and evaluations)

-Initiate disciplinary action and recommend removal for participants failing to meet Project obligations.

Community Sponsor

Purpose: To provide an opportunity for community service, career exploration or independent research and to serve as the student's active, on-site mentor throughout the Project.

Responsibilities:

-Assist in completing goals and activities section of the Project Application. These realistic goals should outline what the student will experience and learn during the internship.

-Advise, guide and supervise the 75-hour commitment required during the three-week Project. **These hours are to be scheduled at the Community Sponsor's convenience, but they must be completed for the student to participate in the graduation ceremony.**

-Allow for active participation whenever possible in the daily routine

-Monitor and report student absences to high school Attendance Secretary (440-233-6313)

-Verify weekly time sheets

-Complete Progress Report at mid-point and Community Sponsor Summary Report at conclusion of Project.

-Confer with Site Visitor

-Contact Project Coordinators with concerns or problems

Faculty Advisor

Purpose: To serve as a mentor within the high school for a maximum of 3 Senior Project participants.

Responsibilities:

- Review and discuss completion of Declaration of Interest form and Project Application – suggest revisions as needed and recommend any resources or materials that might prove beneficial.
- Verify appropriateness of Community Sponsor and Project venue.
- Communicate weekly with student while on Project (mid May – early June) to answer questions, monitor goals and internship integrity.
- Verify completion of student’s designated assignments: daily journal, weekly time sheets, and student evaluation form
- Review portfolio progress
- Evaluate Project and preparedness for Adjudication Committee and Symposium
- Report potential or actual problems to Project Coordinators

Site Visitor

Purpose: To monitor students' progress, communicate directly with Community Sponsors, and serve as a liaison between the Senior Project Coordinators and Community Sponsors.

Responsibilities:

- Coordinate visits with Community Sponsor – the student may or may not know about the visit
- Complete and submit Site Evaluation Checklist Form to Project Coordinators within a day of each visitation
- Contact Senior Project Coordinators immediately if problems arise
- Keep all information confidential

Adjudication Committees

Purpose and Responsibility: To evaluate Senior Projects and assign a grade of pass/fail.

Senior Project Approval Process

Seniors submit Declaration of Interest from to Project Coordinators, Mr. Robert Painter and Mr. George Wachowiak. This form provides a brief description of the proposed project and potential Community Sponsor.

-Project Approval Committees review submitted Declaration of Interest forms (committees will be comprised of three teachers and/or administrator(s)). Committee(s) approve or reject proposed Project ideas.

-Declaration of Interest forms returned in early January with notification of acceptance or rejection.

A.) If the proposal is accepted, the student will complete the Project Application, Student Contract, and Parental Agreement. The student also finalizes arrangements with the Community Sponsor and submits the Sponsor Agreement.

B.) If the proposal is rejected, the student has an opportunity to revise and Resubmit the Declaration of Interest form. The student should seek guidance from their Faculty Advisor in modifying the original proposal.

-Students submit the completed Project Application, Student Contract, Parental Agreement and Sponsor Agreement in February. Approval notification will be provided the following week. If any changes are required, the student must resubmit the Project Application within two weeks in order to proceed.

***An approval or rejection of the resubmitted project will be final.**

Declaration of Interest and Senior Project Applications **Approval Guidelines**

Proposals will be reviewed separately. The following points will be considered when evaluating each application:

- Are documents completed and signed?
- Are the goals worthwhile? Complete? Realistic? Too simple? Too difficult?
- Will the activities listed aid the student in accomplishing intended goals?
- Will the proposed project fulfill the 75-hour requirement?
- Is the Community Sponsor qualified to help the student?
- Are the Community Sponsor's expectations appropriate?
- Has the student scheduled the appropriate number of hours?
- Does the project have educational value?
- Has the application been completed neatly?
- Was the application submitted on time?
- Is the application clear?

Portfolio Assembly Guidelines

Portfolio

The Portfolio should include the following sections, separated neatly by labeled tabs:

- I. Summative Reflection (6 copies)
- II. Application Components
 - a. Declaration of Interest
 - b. Project Application
- III. The Project
 - a. Daily Journals
 - b. Weekly Time-sheets
 - c. Other pertinent documents
- IV. Evaluations
 - a. Senior Project Progress Report
 - b. Site Visitor's evaluation form
 - c. Community Sponsor Evaluation form
 - d. Students' Evaluation form

Summative Reflection Guidelines

Summative Reflection

The final reflection should be in essay format and contain a strong thesis statement. Proper grammar, mechanics and spelling are expected. Papers should be 2-3 pages in length, typed and double-spaced with 1” margins and a 12-point font. They should be descriptive and organized in terms of coherent thoughts and paragraphs. A strong introduction and conclusion are expected.

Suggested points to be addressed in the Summative Reflection

Project Description

Original goals and objectives

Daily activities (use journal entries as a reference)

Self-reflection – Were intended goals accomplished? Why/Why not?

Evidence to confirm project completion.

Skills acquired and procedures learned

Unexpected experiences

Positive/negative aspects of experience

Personal qualities developed/discovered

Exceptionally helpful person(s)

Treasured memories