

PHS Culminating Senior Project Guidelines and Materials Manual

Deadlines

Question/Answer Session with Parents:

September 5 U303 Classroom (Open House)

Summer Project (if interested – not mandatory) prior to beginning of Career Choices Course - 2018-2019

September 21 Project –Proposal

September 28 Project –Contract

Senior Project Guidelines and Materials

The Pullman High School Senior Project allows seniors to demonstrate thirteen years of learning through exploration and experience, creative production, and presentation of their own projects. The Senior Project has the potential to make powerful changes in students' lives during their senior year and beyond high school while encouraging them to become life-long, independent learners.

Required Components

- 1. Proposal** - Detailed, typed, two-page form sets forth the learning requirements, background experience, learning stretch, and the hands on proof of project. The relevant project information determines the validity and scope of project for approval. The proposal form must be filled out correctly and completely, and then must be uploaded to wois.org (under pull down arrow section/file type "proposal") for review and approval. *The Culminating Senior Project Coordinator will not accept hand-written copies, hard copy documents, or emails.*
- 2. Contract** - This typed, three-page form is a contract between the student, parents, mentor, and the school's representatives. Following approval of the proposal, the contract must be filled out correctly and completely with the proposal summary, relevant, correct information of all parties involved, and signatures of all three parties. A scanned pdf of all three pages (or jpg files) must be uploaded to wois.org (under pull down arrow section/file type "contract") for review and approval. All three pages must be uploaded and be readable. *The Culminating Senior Project Coordinator will not accept hand-written copies, hard copy documents, or emails.*

*** The Proposal must be reviewed and approved by the Senior Project Coordinator before proceeding on to the required contract with signatures.**

*** Students MAY NOT BEGIN the project and/or count hours until the signed Contract is approved.**

- 3. Time Log Sheet** - completely filled out with completed hours totaled, initialed by supervisor, and signed by student and mentor. Organized, accurate recording of required hours spent on project.
- 4. Mentor Report** - filled out completely by mentor, project completion verified, and signed by the mentor. Two-page verifiable proof of satisfactory work completed on project.
- 5. Poster(s)** – 8.5 x 11" (standard paper size). Creatively designed with an appropriate and representative image, your name, your mentor's name, and your senior project title or subject that highlights the project.
- 6. Writing**
 - a. Option 1: Grade-Level Scholarly Writing**

Submit a grade-level sample of your writing on WOIS. The submitted sample of written communication must be grade-level appropriate, scholarly (meets criteria of excellence and rigor as required by teacher), and must have received a passing grade with clear documentation of such.

b. **Option 2: Reflective Essay**

Submit a typed, reflective essay on WOIS. The Reflective Essay must address the application of learning, set forth ideas supported by accurate and descriptive detail, be organized with logical flow of ideas, discuss self-discovery, and explain the learning stretch with reflective and insightful comments. The Reflective Essay must be free from errors and show the writer's control over a wide range of the elements of effective composition. The reflective essay must be a minimum of five, well-developed paragraphs. There is not a maximum length.

7. **Presentation** - practiced and presented as a culmination to the project.

A formal, oral speech presented to a panel of judges and guests which focuses on interpersonal communication skills and is evaluated according to a rubric with which the students are familiar. There is a strict 8-12 minute time limit on the presentation. Failure to keep the presentation within the allotted time is an automatic failure, as is "reading" of the presentation.

ATTENTION:

In order to complete the senior project, all paperwork must be submitted to WOIS in a timely manner and in the proper section file. Students who fail to complete the Senior Project will not be allowed to participate in the graduation ceremony.

Senior Project Grading Policy

In order to **GRADUATE**, all components listed above **MUST** be met and the student must receive a passing grade for Senior Project.

- Failure to submit the paperwork to wois.org in a timely manner may jeopardize a student's ability to pass the Senior Project and/or graduate.

Frequently Asked Questions

1. Will each student have a Mentor?

Each student will have a Mentor of at least 21 years of age, not a family member, who has expertise in the target area to assist and to document project completion.

2. Does the Senior Project have to have a community service requirement?

Students are encouraged, but not required, to choose projects which will have value/benefit for the community or are service oriented.

3. Can fund raising be done as part of the Senior Project?

Students will NOT be allowed to fund raise or to charge for products that result from their Senior Project.

4. What is the minimum amount of time required for the Project phase of the Senior Project?

Twenty-five (25) hours for a non-paid project and 67.5 hours for paid work is the minimum requirement. Thirty-five (35) hours for a Job Shadow experience. Hours must be verified by the Mentor. The time required is the time it takes to successfully complete a quality project. If a project is NOT completed within the required hours, the student MUST continue until the project is finished based on his/her Project Proposal.

5. Does the project subject need to correspond to the grade level writing sample subject?

No, criteria for the grade level writing sample will be determined by the instructor of the course.

6. May students work together on the project?

No, each student must do an individual project, paper, and presentation.

7. What are the financial considerations of the project?

Students and parents/guardians assume all responsibility for costs which might be incurred in completion of the Project.

8. What are the considerations related to danger, legality, and/or suitability of projects?

A valid project incorporates the following:

- It expands the student's current knowledge and/or skills.
- It is consistent with Pullman School District's liability policy.
- It is assumed the Project will be of an educational nature and will not involve unusual risk. If the Insurance Company, District Administrators, and/or Senior Project Coordinators feel that there is unwarranted risk or liability, the project will not be approved, the parents will be notified of the denial and the student will be advised to make another choice for a project.

9. Can an Eagle Scout project or an actual job serve as a basis for the Senior Project?

- Eagle Scout projects may meet the requirements for the Senior Project if there is agreement between the Senior Project Coordinator and the Scoutmaster. The student/scout must log 25+ hours individually.

10. Why are more hours required if working?

- Work for which a student is compensated may be accepted for the Senior Project at the rate of 25 hours x .37 (WACO 180-51-110). For example, 67.5 hours of paid work are equal to 25 hours of non-paid work. The "work" the student will "perform" must be considered a "stretch of learning" for him/her. It cannot be what the student has "done" prior to beginning the Project or what he/she performs in daily duties. The coordinators will consider each case separately. Students who work for pay will be monitored.

SENIOR PROJECT PROPOSAL

- ✓ Please type this form
- ✓ Fill it out completely
- ✓ Edit for mechanics (correct errors in spelling, punctuation, and capitalization)
- ✓ Save the proposal as a Word docx
- ✓ Upload the file to WOIS in the section/file type Culminating Project "Proposal"

Name:

Student email address:

Student Cell Phone:

Project Title / Subject Matter

The PROJECT must incorporate two of the following criteria to be accepted and approved:

- Educational Field - Project involves formal guidance from a professional in the student's field of interest.
- Service to Community - Project provides a veritable service to the community.
- Career Based - Project involves potential future employment or trade skill.
- Personal Challenge - Project represents a unique personal challenge.
- Job Shadow – Project will have an increased hours requirement (35 hours).

Project Proposal:

Required Hours:

- Paid Project – 67.5 hours
- Unpaid Project – 25 hours
- Job Shadow – 35 hours

1. Describe how you will meet the two-prong criteria requirement for project completion. Address both areas.

2. What background experience do you already have in the area to be studied? What expectations do you have for future use of the knowledge acquired by completing your project?

3. How will this Senior Project extend your learning beyond your present experience and knowledge? This is to say, how will there be a learning stretch or growth, or how will this take you outside of your comfort level?

4. Proof of Project Description for a Traditional Project (paid/unpaid): Describe in detail the “hands-on” part of your project and how you will provide tangible proof of satisfactorily completing your project. This must go beyond merely “job shadowing.”

4. Proof of Project Description for a Job Shadow: You mentor **MUST** be present for all 35 hours of the project. At the end of the project, you will be required to submit the reflective essay with details of your experience and learning. It is advised that you also keep a journal to record your daily experiences.

Senior Project Contract

- ✓ Please type this form.
- ✓ Be sure names, addresses, and numbers are correctly typed prior to acquiring all signatures.
- ✓ Print a copy to be signed.
- ✓ Scan the signed contract.
- ✓ Save the signed contract as a pdf.
- ✓ Upload the file to WOIS in the section/file type Culminating Project "Contract."

Student's Name:

Student email address:

Student Cell Phone:

Project Title/Topic Content

Project Proposal Summary (language taken from proposal):

Senior Project Contract – p. 2
Mentor Information

Mentor's Name:

Title/Occupation:

Mailing Address:

Contact Phone Number:

Contact e-mail address:

I, _____, volunteer mentor, do hereby attest that I am over the age of 21, that I am not related to the student mentee, and that I have the necessary training, experience, and professionalism to serve as a mentor in the proposed topic content.

Mentor Signature _____ Date _____

Senior Project Contract – p. 3
Parents/Guardian Information

Parent's Name:

Title/Occupation:

Mailing Address:

Contact Phone Number:

Contact e-mail address:

I/We fully understand that the Senior Project selection decision is made independently of the staff and administration of the high school, but it is subject to school approval. It is assumed that costs of related activities will be minimal; however, the decision concerning expenditures is up to the student and his/her parent/guardian. I/We therefore assume all responsibility for costs which might be inherent in the Senior Project. It is assumed that the Senior Project will be of an educational nature and will not involve unusual risk. If the Insurance Company, District Administrators, and/or Senior Project Coordinators feel that there is unwarranted risk or liability, the project will not be approved, the parents will be notified of the denial, and the student will be advised to make another choice for a project.

I/We understand the Senior Project is a PSD 267 graduation requirement.

I/We understand that forgery, fraud, or plagiarism on any component or aspect of the Senior Project will result in an automatic appeal on May 7th.

I/We understand that failure to meet a graduation requirement will prevent the student from participating in graduation ceremonies and/or completing graduation. (Admin Procedure 2410P)

Parent/Guardian

Signature _____ Date _____

Student Signature _____ Date _____

Senior Project Time Log
Paid / Unpaid Project

This "Time Log" is designed to allow you to accurately keep track of the time spend on your "hands-on" portion of the Project. Please remember you need a minimum of **25 hours** of project work and you must show the **progression** of your work to your mentor at least two times in person throughout the course of the project. You need to show satisfactory **completion** of the project. Please **record all times** you spend on the project. Briefly **describe** what you accomplished during that time period, where, and with whom you worked as a supervisor. Please have supervisor initial your progress.

<u>Date</u>	<u>Time Period Begin/End</u>	<u>Location</u>	<u>Activity Performed</u>	<u>Supervisor's Initials</u>
Example: 9/18	8pm-10pm	Green House	planted 100 pots of flowers	ABC

TOTAL HOURS (Please add up your hours and provide the total number)

Student Signature _____ date _____

Mentor's Name (Printed) _____ Contact #: _____

Mentor's Signature (1st Mandatory Meeting) _____ date _____

Mentor's Signature (2nd Mandatory Meeting) _____ date _____

Senior Project Time Log
Job Shadow

This "Time Log" is designed to allow you to accurately keep track of the time spend on your job shadow. **This is an UNPAID experience.** Please remember you need a minimum of **35 hours** of shadowing, and your mentor must be present for the entirety of the project. Please record all times you spend on the project. Briefly describe what you accomplished/witnessed during that time period. You may print and log additional pages if needed.

<u>Date</u>	<u>Time Period</u> <u>Begin/End</u>	<u>Location</u>	<u>Accomplished/Witnessed</u>	<u>Mentor's Initials</u>
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Example:

9/18	8pm-10pm	Family Medicine	Witnessed splinting, irrational patient	ABC
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TOTAL HOURS (Please add up your hours and provide the total number)

Student Signature _____ **date** _____

Mentor's Name (Printed) _____ **Contact #:** _____

Mentor's Signature* _____ **date** _____

***The signature is confirming that ALL 35 hours were spent with the student during the job shadow**

Senior Project Mentor Report

Student Name _____

Project Title / Topic Content _____

As a mentor, we are asking you to verify your senior's efforts on his/her Senior Project. Because all of the time spent on the project has been out-of-class, verification of the student's effort is necessary. Please answer the following questions to help us evaluate your student's project.

1. Can you verify that he/she has satisfactorily **completed** the project? If you cannot, please DO NOT sign this form until you confident the project is completed.

Yes _____ No _____

Can you verify that he/she has spent the minimum 25 hours (35 job shadow) (67.5 paid) creating/participating in this project?

Yes _____ No _____

If not, how many hours has the student spent according to your records and discussions with the student?

2. Have you seen this project at different stages of completion, not just the final phase? (Not applicable for Job Shadow)

Yes _____ No _____

If the answer is NO, please explain:

Your student should have been in contact with you throughout the course of this project. Did you have **at least two** meetings in person with the student over the course of the project?

Yes _____ No _____

If you answered NO, please explain.

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

Senior Project Mentor Report, page 2

4. What problems did the student encounter and overcome in doing the project?

5. What successes have you seen this student achieve as a result of the project?

6. Was the student's project part of a paid work experience or Eagle Scout project?

Yes _____ No _____

Note: If you have questions about your student's work, please contact the Career Choices instructor as soon as possible at 509-332-1551. Thank you for your commitment. We appreciate your time and service.

Mentor's Name (Printed) _____

Mentor's Signature _____

Phone _____

Date _____

REMINDER: DO NOT SIGN THIS FORM IF THE PROJECT IS NOT COMPLETE.

Student's Name _____

Title of Project _____ TIME: _____ (8-12 minutes)

Skills/Content	4	3	2	1
EYE CONTACT <input data-bbox="54 440 121 505" type="checkbox"/>	Holds attention of entire audience with the use of direct eye contact. No note cards needed.	Consistently makes direct eye contact with audience. Seldom looks at notes or aids.	Tries to make eye contact with audience, but returns to notes.	Eye contact is not sufficient to engage the audience.
BODY LANGUAGE <input data-bbox="54 630 121 695" type="checkbox"/>	Makes movements and gestures that are fluid and that enhance the understanding of the presentation.	Makes some movements and gestures that add interest with minimal distractions.	Makes very few gestures and little movement, and/or makes some distracting movement.	Stands stiffly and makes no movement or gestures, and/or makes too many distracting movements or gestures.
ELOCUTION <input data-bbox="54 820 121 885" type="checkbox"/>	Uses a clear voice with precise and correct wording. Rate and volume vary to enhance audience engagement. Delivers the presentation with no disfluencies.	Uses a clear voice. Pronounces most words correctly. Volume is not too loud or too soft and rate is moderate. Exhibits few disfluencies such as "uhm," "er," "you know," & "like."	Speaks too softly, too loudly, or too rapidly. Incorrectly uses words. Audience is distracted by disfluencies such as "uhm," "er," "you know," & "like."	Mumbles and/or speaks so rapidly or softly that audience cannot hear or understand the presentation. Pronunciation and enunciation are unclear. Delivers the message ineffectively.
SELF EXPRESSION <input data-bbox="54 1049 121 1114" type="checkbox"/>	Demonstrates a strong, positive attitude about project during entire presentation. Displays natural confidence and poise without tension. Makes no mistakes.	Shows positive feelings about project and presentation. Makes minor mistakes, but quickly recovers from them and displays little tension.	Shows some negativity about project and presentation and/or lacks interest. Displays mild tension; has trouble recovering from mistakes.	Shows negativity and/or a bad attitude about project and presentation. Adds inappropriate comments. Displays obvious tension and nervousness; has trouble recovering from mistakes.
APPEARANCE <input data-bbox="54 1247 121 1312" type="checkbox"/>	Wears formal attire, or uniform/costume which perfectly embodies project. Shows impeccable grooming and hygiene.	Dresses neatly and appropriately for a formal presentation. Shows good grooming and hygiene.	Wears casual clothing and/or lacks grooming and hygiene.	Wears clothing inappropriate and/or distracting for a formal presentation. Lacks proper grooming and hygiene.

BODY OF SPEECH <input type="checkbox"/>	Clearly provides content appropriate for the task such as accurate and varied details, examples, and supporting ideas. Presentation material explicitly relates to the project.	Focuses primarily on relevant content and sticks to the project topic. Chooses appropriate main ideas.	Includes some irrelevant content Uses words and concepts that are inappropriate for the presentation such as slang, jargon, or technical language the audience can't understand.	Focuses on irrelevant content and wanders off topic.
ORGANIZATION <input type="checkbox"/>	Presents information in an overtly organized manner. Helps listener to understand sequence and relationships by announcing, previewing, transitioning, and summarizing.	Presents information in a logical sequence which the listener can follow and understand.	Presents information out of order or skips elements such as introduction or summary. Listener must make some assumptions because of lack of organization.	Lacks organization. Listener cannot understand the presentation because there is no sequence of information.
MECHANICS (visual & verbal) <input type="checkbox"/>	Presents material that is free from errors. Visual aides are thoughtfully created and correctly implemented to enhance presentation.	Presents material with one or two incorrect words, grammatical errors, or misspellings. Visual aids are easy to see and read.	Presents material that has three or more incorrect words, grammatical errors, or misspellings. Visual aids are hard to see or read.	Presents material that has too many errors in word choice, grammar, or misspellings and shows lack of attention to details. Visual aids are ineffective and/or distracting.
LEARNING <input type="checkbox"/>	Emphasizes self-discovery. Explains the "learning stretch" and reflects on project in terms of life skills and applicability.	Explains what was learned. Mentions pros and cons of the project.	Does not make the learning connection and/or complains about difficulty of project.	Expresses lack of learning and/or shows disconnection between the assignment and the application of learning.
CREATIVITY <input type="checkbox"/>	Captures the audience's attention with a very original presentation that skillfully and creatively uses materials, technology, and resources.	Blends the materials and presentation techniques for a good use of resources and skill.	Presents material with little originality or variation.	Loses the audience's attention because of little or no variety and/or insufficient use of materials or resources.
QUALITY OF RESPONSE Judges' Questions <input type="checkbox"/>	Listens intently. Exudes a natural confidence and thoughtfulness while fluidly formulating answers. Demonstrates full knowledge by answering with explanations and elaboration.	Listens to questions asked and responds easily, providing good answers. Responds to questions with expected answers. Does not elaborate.	Does not listen carefully. Responds too quickly without thinking and/or seems uncomfortable with questions asked. Provides rudimentary answers to questions.	Does not listen. Does not formulate a response because of nervousness and/or lack of understanding. Cannot or does not answer questions asked.

SCORE _____

In order to pass the Senior Project Presentation, the student must:

- *be prepared to present (no “reading” of notes)*
- *receive 27 points or more on his/her presentation*
- *meet the time requirement of 8-12 minutes (prior to questions and answers)*

SCORING:

Prepared to Present: YES _____ NO _____

Time Requirement Met (signify time): YES _____ NO _____

Score (27 pts. or more): _____

If the student “fails,” he/she will be allowed to present again at the Make-up Presentation Boards.

Student’s Name _____

PASS _____ **FAIL** _____