

Arthur Hill High School



Senior Project Handbook
Class of 2008

Senior Project Introduction

Dear Senior:

This handbook has been prepared to assist you in the completion of your Senior Project. This project is your exhibition of achievement that integrates content area within your Career Pathway and the district's Graduate Standards. The Senior Project must address certain content standards in Social Studies, Technology, Career and Employability Skills and standards and benchmarks in at least two other content areas.

You will work with a Facilitator to help you complete this task. In addition, you will choose a Mentor, someone knowledgeable about your chosen topic.

This culminating activity is your opportunity to demonstrate specific knowledge in a chosen topic. This should represent the best that you can be. Remember that it will reflect upon you!

The Senior Project has three parts:

Research – This aspect of your Senior Project is a formal research paper. It is a written presentation of your career goal or your area of occupational interest. You may use information from your 10th grade Reflective Writing paper and your 11th grade Career Focus paper.

Product – This portion of your Senior Project is designed to enhance your research topic. This product choice should give you a chance to discover more about your career or occupational interest choice. You will be required to design a product, present the product for approval and obtain verification on the completion of your product. Some examples would be a painting or other artwork, a brochure explaining some aspect of your career, an artistic performance, something you have repaired or modified, or the results of a scientific study. The presentation of this product may be a part of your Power Point, the actual product, or a tri-fold board.

Presentation – This is the final step of your Senior Project. You will present research knowledge and product participation with peers, teachers, and other invited guests. (This group is known as your Adjudication Team). The presentation must include Power Point.

We hope that this handbook helps you as you work on the final Senior Project.

Best of luck to you.

Senior Project Checklist

Paper: DUE _____

- Rough draft completed
- Editing completed
- Revisions completed
- Final draft completed submitted: _____

Presentation: DUE _____

- Audio/visual/technology created
- Audio/visual/technology edited
- Audio/visual/technology approved Date: ___/___/___ Facilitator initials: _____
- Practice presentation completed Date: _____
- Adjudication date set Date: _____
- Reminders sent to adjudication team members
- Adjudication completed

Post presentation

- Thank you notes sent to adjudication team members

This paper should be turned in to the Senior Project Coordinator along with your paper and your Final Assessment document. This is important so that you are cleared for graduation.

All work must be completed by due date

Facilitator Consent Form

Student Name: _____

Facilitator Name: _____

As a facilitator of a student's Senior Project you would have the following responsibilities:

- Approve the student's proposal
- Assist student with resource identification and acquisition
- Facilitate electronic data collection
- Collaborate with student to identify standards and benchmarks in content area
- Provide documentation that the student has completed requirements
- Approve adjudication committee members
- Serve as a member of the adjudication committee
- Assist in scheduling of presentation
- Together with the adjudication team, provide final assessment

Facilitator signature _____

Date _____

Mentor Information Form

Dear _____:

I am participating in the Saginaw Public Schools Senior Project, which requires the cooperation of an adult mentor who has some expertise on the topic I am researching.

The title of my project is _____.

My proposal is attached.

I understand that I am responsible for making and keeping any and all appointments that we make. I also understand that you will be signing an evaluation and verification sheet at the end of my project.

As my mentor I would expect such assistance as:

- Guidance and expertise
- Help in identifying, selecting, and accessing resource/contacts
- Help in building an adjudication team
- Attend final presentation to the adjudication team

Mentor signature _____

Student signature _____

Date: _____

Senior Project Proposal

Graduating Class of _____

Student Name: _____

Facilitator: _____ (Approved _____)

Mentor: _____ (Approved _____)

Senior Project Coordinator: _____ (Approved _____)

Adjudication Team: (Minimum of three)

Project/ Portfolio/Performance Description

The following Graduate standards will be addressed:

1. All students will think creatively, make decisions, solve problems, visualize possibilities and apply new knowledge skills. (Graduate Standards 3,5,8,10)
2. All students will identify, organize, plan and allocate resources. (Graduate Standards 3,5)
3. All students will acquire, organize, interpret, evaluate communicate and maintain information and use computers to process and assemble information. (Graduate Standards 4,8)
4. All students will assess themselves accurately, set personal goals, monitor progress and exhibit personal responsibility. (Graduate Standards 2,9)
5. All students will participate as a member of a team and contribute to the group effort. (Graduate Standards 5,6,7)
6. All Students will work with variety of technologies. (Graduate Standard 8)

Guidelines for the Research Paper

The final paper must be:

- Typed
- Black print/white paper
- Double spaced
- Font sized #12
- Font- New Times Roman, Ariel. etc. (legible font)
- One side only
- MLA or APA style
- Default margins (1" top & bottom; 1.25" left and right)
- Cover page
- Name
- Title
- Facilitator name
- Mentor name
- Date

Final document should include the following in paragraph form: (Do not attach work sheets.)

I. **Introduction** (1-2 pages)

Objective

Reason selected

Value of the project to self and /or others

II. **Research section** (4-6 pages)

Description of research

Thorough explanation of what was learned from the research

Documentation

III. **Conclusion** (1-2 pages)

Statement of what the student has observed and learned from the process and how they will use the information or how others could use the information.

Plagiarism

Plagiarism is the act of literary theft or taking someone else's ideas/words and passing them as your own.

Confirmed plagiarism on a graduation project paper or product will result in disciplinary review by the district disciplinary review team, which consists of :

1. Superintendent of Schools or designee
2. Building principal
3. English Department Chairperson
4. Asst. Supt. For Instruction and Strategic Planning
5. Student's Facilitator

Consequences will be decided on a case-by-case basis and reflective of the individual circumstances and severity of case.

APA or MLA styles should be followed with all sources properly cited.

Procedures:

1. Facilitators who suspect intentional plagiarism should report this to the building principal.
2. If the plagiarism suspicion is confirmed, the principal will contact the parent
3. The Asst. Supt. For Instruction and Strategic Planning will notify the disciplinary committee to set up meeting to review the situation and determine further action.

Arthur Hill - Outline for Senior Project Presentation

I. Introduction:

A. Opening to capture the audience's attention:

- Begin your presentation with a creative statement, question, or idea. Greet your audience, and make sure to state your name and tell your audience what your topic is.

B. Description of the purpose of the presentation:

- Give a clear statement of purpose with an explanation of why you are interested in this topic. Explain how this project connects to your educational goals. Include a project overview.

II. Body:

A. Academic Skills

- Describe the academic skills achieved in project. Identify the academic standards from across the curriculum using your standards worksheet for English Language Arts and Career and Employability Skills.

B. Career Development

- Present your Career Portfolio in a professional manner and indicate your career goals. Identify your career pathway and the education /training requirements needed to succeed in this field.

C. Technical Skills

- Demonstrate and describe several technical skills used in this project including safety. National Skill Standards or Industry-recognized certifications earned.

III. Conclusion

A. Reflection on Personal Growth

- Identify personal growth skills attained, including attendance, time management. Communication, teamwork, and interpersonal skills

B. Plans for the future:

- Present Career Ladder describing Job duties, steps to achieve your goals, and where you want to be in the future. Also discuss other options that may be open to someone in this field.

Other important items to consider:

1) What audio-visual/technology format will be used? Poster, PowerPoint, Demonstration, Model, Performance, etc. Make sure to reference the visuals in your presentation. Make sure visuals are creative, professional, organized, and appropriate. They must be clear and easy to read as well.

2) What aspects of the project will be covered using the audio-visual? Use a variety of visuals, pictures, charts, graphs surveys flowcharts, graphics etc.

3) How will you introduce the portfolio? Make sure employers see your resume.

4) Review the Presentation Rubric for the Delivery of your presentation. **Practice, practice, practice** to be sure you have mastered this component. (Hint-Practice with your parents and solicit their feedback.)

Grading Scale for Presentation Rubric

100-93	A
92-90	A-
89-85	B+
84-78	B
77-75	B-
74-70	C+
69-63	C
62-60	C-
59-56	D+
55-50	D
40-0	E

Arthur Hill – Senior Project Presentation – Evaluation Form

Student Name _____ **Program** _____ **Pathway** _____

Evaluator Name _____ **Date** _____ **Room** _____ **Time** _____

CONTENT

Introduction:

	<u>Professional</u>				<u>Novice</u>	
Introduced self with opening that captures audience’s attention.	5	4	3	2	1	0
Described the purpose of the presentation	5	4	3	2	1	0

Body:

Organized to demonstrate:						
Career Development	15	12	9	6	3	0
Academic Skills	15	12	9	6	3	0
Technical Skills	15	12	9	6	3	0

Conclusion:

Closed with:						
Reflection of personal growth	5	4	3	2	1	0
Plans for the future	5	4	3	2	1	0

PRESENTATION SKILLS

Effective use of visuals:

Appropriately selected	5	4	3	2	1	0
Neatly/creatively displayed and presented	5	4	3	2	1	0

Delivery:

Used appropriate voice volume/rate	5	4	3	2	1	0
Used proper pronunciation/grammar	5	4	3	2	1	0
Dressed appropriately/well groomed	5	4	3	2	1	0
Non-verbal Communication eg: eye contact	5	4	3	2	1	0
Demonstrated positive attitude/enthusiasm	5	4	3	2	1	0

TOTAL

							Total/100
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