

Chaska High School Senior Project 10 Steps

- Step 1: Register for the Senior Project**
- Step 2: Declare Senior Project Idea**
- Step 3: Journal (throughout the senior project process)**
- Step 4: Investigate / Explore your topic**
- Step 5: Find a mentor -informational interview**
- Step 6: Establish project goals**
- Step 7: Develop project schedule**
- Step 8: Complete necessary forms/ “paper work”**
- Step 9: Plan exhibit / write “press release”**
- Step 10: Present at the Senior Project Exhibition**

Chaska High School Senior Project

8th Period Meeting Guide 2011-2012

- September 14: All seniors receive information about 8th period choices in advisory.
September 21: All seniors register for their 8th period choice in advisory.
- October 5: Seniors are “reshuffled” into 8th period choice.
Senior project protocol is explained and given examples of former senior projects. The four categories are explained.
- October 12: Declaration project concept explained. Further discussion of project possibilities.
- November 2: Development of declaration of project concept.
- November 9: Declaration of project concept due. Journal requirement explained.
Journal entry #1.
- November 16: “Finding a community mentor: examples and skills.”
Journal entry #2:
- November 30: Finding a topic: personal skills/interests
- Dec. 7: Finding a topic: Exploration and investigation of topic: research the need/interest
- Dec. 14: Continue investigation and research of the need/interest
Journal entry #3:
- January 4: Identification of a community mentor and development of informational interview
- January 11: Identification of project goals.
Journal entry #4:
- January 19: Review and submit project proposal draft including assessment of personal skills/interests, research on selected topic, informational interview of community mentor and project goals
(proposal draft is reviewed by committee)
- January 25: Student reviews committee feedback, finalize project goals (based on committee feedback), establish evaluation criteria (I will be successful if...) and begin generating the project schedule.
Journal entry #5:
- February 1:
February 15:
February 22: Journal entry #6:
February 29:
- March 21:
- April 11: Finalize project schedule; arrange with teachers for early release; project forms explained
- April 18: Sharing of proposals with other participating seniors
- April 25: Journal entry # 7: Project forms due
- May 2: Finalized project schedule due; explain the exhibition; prepare exhibit summary
- May 16: Exhibition Summary due
- May 23: Journal entry #8: Submit journal for teacher review
- May 24: Exhibit preparation and senior send off – last day for those leaving for field experience
- June 6: Exhibition

Chaska High School Senior Project

Timelines/Deadlines

September 14: Senior Informational Meeting in 8th period classes

September 21: Seniors register for 8th period

October 5: Seniors reassigned to 8th period of choice

Schedule and Record of Project Progress

Step	Description	Date Intro	Date Due	Submitted	Revision	Final
1	Register for Sr. Project	9/14	9/21			
2.	Declaration of Project concept	10/12	11/9	_____	_____	_____
3	Intro to Journal	11/9	5/23	_____		
4	Exp./Inv. of Topic	12/7	1/19	_____	_____	_____
5	Informational Interview	1/4	1/19	_____	_____	_____
6	Project Goals	1/11	1/19	_____	_____	_____
7	Project Schedule	1/11	1/19	_____	_____	_____
8	Project forms	4/11	4/25	_____	_____	_____
	Field Experience Form			_____		
	Mentor Form			_____		
	Parent Waiver Form			_____		
	Contract agreement			_____		
	Sr. Project Information			_____		

1/19/12 Projects are submitted to the review committee - then returned for revisions and finalizing project schedule.

5/2/12 Finalized schedule is due.

9	Prepare Exhibit Summary And planning sheet	5/2/12	5/16	_____	_____	_____
10	Final Exhibition Schedule verification	5/2/12	6/6/11			_____

Student Name _____

Senior Project Advisor _____

Chaska High School Senior Project

STEP 2: Declaration of Project Concept / Student Information

Due:11/9/11

This form is due November 9. It must be given to your Senior Project Advisor.

Students participating in the Senior Project Option will:

- Complete all forms necessary for application.
- Be in good standing in regards to grades, behavior and attendance.
- Be scheduled into an 8th period with a Senior Project faculty advisor.
- Identify and develop their senior project with the guidance of a teacher (during 8th period) and a community mentor.
- Students may work in groups on their senior project. Groups may not exceed 4 members.
- Identify a community mentor and meet with them throughout planning and implementation of your project.
- Arrange with your second semester teacher for release to complete the field experience in the spring.
- Participate in the Senior Project Exhibition.

Name: _____

Student ID#: _____

Student e-mail: _____

Student Home Phone Number: _____

Student Cell Phone Number: _____

Parent Signature: _____

Type and attach a brief statement that explains:

- Why you are interested in applying for the Senior Project option.
- Your idea(s) at this point for your Senior Project. Indicate what category interests you, why and your thoughts about possibilities for a project.
- If you have other members in your group, please list them. (Max of 4)

Rubric: (Completed by reviewer.)

1. Student information is complete:	yes	no
2. Statement of interest reflects an awareness of personal strengths and opportunities for growth through the Senior Project experience.	yes	no
3. Ideas for the project are realistic, challenging and meaningful.	yes	no

Chaska High School Senior Project

Project Categories and Sample Topics

Career: Research and experience a career interest in depth. Examples:

- Teacher aide in a junior high science classroom
- Intern at a local police station
- Study fashion design at an art institute and stage a fashion show
- Teach sculpture at an elementary school
- Intern with a local physician
- Provide technical support for local organization/business

Service: Identify and research a need in the community; develop and implement a plan to meet the need. Examples:

- Create an informational video for a nonprofit organization
- Assist immigrants with their preparation for US citizenship
- Organize a major fund – raising event
- Work with the National Wildlife Refuge to do a bird count.

Academic: Conduct a research project: literature review, original research or applied research. Examples:

- Investigate the environmental impact on paper recycling techniques and make recommendations based on findings. (applied research)
- Compare Asian cultures as they are depicted in literature. (literature review)
- Research the impact of the Link Program on student behaviors and feelings of connectedness. (original research)

Creative: Apply personal creativity skills to generate a product. Examples:

- Write short stories for publication.
- Redesign the body of a car.
- Build a kit car.
- Build a wooden canoe.
- Work at a glass art studio and gallery.
- Write and film a screenplay.
- Create a photography portfolio of a specific subject matter.

Chaska High School Senior Project
STEP 3: Journal

Introduced: 11/9 Due: 5/23/12

Students are required to reflect on personal skills , interests, circle of influence, passions and perceptions of the world around them. The following journal prompts are designed to increase personal awareness as the senior project “unfolds”. Journal entries do not need to be long. 4-5 sentences may be all that is needed to express thinking.

Journal Prompts:

<u>Entry #</u>	<u>Date</u>	<u>Possible Prompts</u> (Subject to change)
1	November 9	What do I know about myself? How do I know?
2	November 16	What is my circle of influence in my community? Who/what influences me?
3	December 14	What in my circle of influence do I wish I could change?
4	January 11	What would keep me from bringing about the change I would like to see?
5	January 25	My senior project excites me because.... My senior project “scares” me because....
6	February 22	What I need to do to keep my senior project on track and meaningful to me....
7	April 25	As I learn about other projects my classmates are doing, I think...
8	May 23	On the “home stretch” ...what are some things that have surprised you about yourself and your project?

Rubric (Completed by reviewer)

- | | | |
|---|-----|----|
| 1. All journal entries are complete. | yes | no |
| 2. Journal entries thoughtfully address the prompt. | yes | no |

Staple this form to the front of your reflections.

Name _____

Senior Project Advisor _____

Chaska High School Senior Project Introduced: 12/7 Due: 1/19/12
STEP 4: Exploration and Investigation of Topic

Exploration and Investigation of Topic

1. How did you become interested in this topic? Was your interest peaked due to a personal experience? Did a particular individual influence you in this area? Did a particular course inspire you? Please list three reasons and explain each in detail. Please answer in paragraph form.
 2. Cite two sources where you gained more information about your topic (books, articles, standard reference works, and reliable websites). Please use proper MLA citation.
 3. What did you learn about your topic from your readings? Please answer in paragraph form.
 4. State two questions that emerged from your reading that you would like to ask a professional in your area of interest. (You will ask one of these questions as part of your informational interview.)
-

Rubric (Completed by reviewer)

- | | | |
|---|-----|----|
| 1. Each question under "exploration and investigation" is thoughtfully and thoroughly answered. | yes | no |
| 2. Product is professionally developed, in paragraph form and of high quality. | yes | no |
| 3. Demonstrates in-depth knowledge of the topic. | Yes | No |

Staple this form to the front of your research paper.

Name _____

Senior Project Advisor _____

Chaska High School Senior Project Introduced: 1/4/12 Due: 1/19/12

STEP 5: Informational Interview

Informational Interview

Please set up an informational interview with your Community Mentor to learn more about your topic. Please type their responses to the following five questions and a sixth question which you created.

1. Please explain your career path. What degrees, certifications, or prior jobs have you held?
2. What are the most enjoyable aspects of your job? What are the most challenging aspects of your position?
3. Did any specific event or experience influence your career choice?
4. Does your career match your passions/goals in life? How?
5. What important advice would you have for people who are interested in pursuing this profession/activity?
6. *Student's choice*
7. Students write a reflection on the interview including new information learned, impressions how the interview has increased your knowledge and awareness.

Rubric (Completed by reviewer)

- | | | |
|---|-----|----|
| 1. <i>Community mentor is qualified and appropriate to project.</i> | Yes | No |
| 2. <i>Answers to questions have been thoroughly documented.</i> | Yes | No |
| 3. <i>Created question is relevant to topic and brought deeper understanding.</i> | Yes | No |
| 4. <i>Responses are typed and are of high quality.</i> | Yes | No |

Staple this form to the front of your interview summary.

Name _____

Senior Project Advisor _____

STEP 6: Project Goals

Goals should be developed with your faculty advisor. After drafting the goals, you should make an appointment to visit your community mentor to finalize your goals before submitting your first draft of your proposal. Type and attach your goals.

Goals

What three goals do you plan to accomplish during your time on Senior Project? Remember, your goals need to be achievements you can realistically accomplish in two weeks.

Goal 1:

What tangible proof will you present to demonstrate that you have achieved this goal?
IE: I will be successful if..... Make it quantifiable.

Goal 2:

What tangible proof will you present to demonstrate that you have achieved this goal?
IE: I will be successful if..... Make it quantifiable.

Goal 3:

What tangible proof will you present to demonstrate that you have achieved this goal?
IE: I will be successful if..... Make it quantifiable.

Rubric (Completed by reviewer)

- | | | |
|--|-----|----|
| 1. Goals are realistic, challenging and measurable. | Yes | No |
| 2. Evaluation indicators fit the goal, are realistic and measurable. | Yes | No |

Staple this form to the front of your goals.

Name _____

Senior Project Advisor _____

STEP 7: Project Schedule

Now that your proposal has been reviewed and accepted (you may have had to make some adjustments), you are ready to outline the details that are going to bring you to accomplishing your project.

Project Expectations

1. You will be given 2 weeks for your field experience. You will be expected to work a minimum of **48** hours over **two weeks**, not including lunch breaks. You must work at least **a total of 8 days plus the evening exhibition**.
2. If for any reason, this project schedule changes from the plans listed, you must contact your faculty advisor AND the community mentor.
3. Complete the time schedule below with planned hours and locations for the two weeks of the project.
4. Turn in with “actual activity” log completed with verification at the exhibition.

	Activity Planned	Hours	Project Site	Actual Activity
Day 1 5/25				
Day 2 5/29				
Day 3 5/30				
Day 4 5/31				

Day 5 6/1				
Day 6 6/4				
Day 7 6/5				
Day 8 6/6 exhibition				

Total Project Hours: _____

Verification of Hours: _____ (signature of mentor)

Mentor Phone: _____ **Mentor e-mail:** _____

Check in with advisor on 6/4 or 6/5: _____ (signature of advisor)

Rubric: (Completed by reviewer)

1. *Project Schedule provides detailed descriptions that will lead to accomplishing identified goals.*

Yes No

2. *Time is spent on productive activities.*

Yes No

3. *Sufficient time is invested.*

Yes No

4. *Hours are verified by mentor (adult supervising)*

Yes No

Chaska High School Senior Project

STEP 8 - Forms/Paperwork - Add due on 4/25

- **Field Experience Form**
- **Mentor Form**
- **Parent Waiver**
- **Senior Project Contract**
- **Senior Project Information**

Chaska High School Senior Project

Field Experience Agreement

Please write your schedule below and indicate which classes you will attend and will not attend during your Project. Please have your teachers sign.

Note: Student must be passing your class to be released.

Period	Class	Will Attend	Will not attend	Teacher Sign
1	_____	___	___	_____
2	_____	___	___	_____
3	_____	___	___	_____
4	_____	___	___	_____
5	_____	___	___	_____
6	_____	___	___	_____
7	_____	___	___	_____

Indicate any special arrangements needed

The dates for the senior field experience are: 5/25, 5/29, 5/30, 5/31, 6/1, 6/4, 6/5, and 6/6

Teacher, please specify dates in each column.

Name _____

Senior Project Advisor _____

Chaska High School Senior Project

Site and Community Mentor Requirements

A. Have you ever worked or volunteered in the same capacity at this project site?

Yes _____ No _____

Answering "yes" eliminates this particular site for your Project.

B. Do you presently work or volunteer in the same capacity at this Project site?

Yes _____ No _____

Answering "yes" eliminates this particular site for your Project.

C. Will a relative be in a direct line of responsibility for your work?

Yes _____ No _____

Answering "yes" eliminates this particular site for your Project.

D. Is any relative employed at this Project site?

Yes _____ No _____

If yes, describe his/her position and responsibilities.

Student Signature

Name _____

Senior Project Advisor _____

STEP 8: Forms

Senior Project Parent Waiver

Requirements and responsibilities of the Senior Project:

- The student will be responsible for identifying and planning the senior project.
- The student will find and make arrangements with a community mentor.
- The student will work with a school advisor to develop the project during 8th period.
- The student will be released the last 2 weeks of school for the field experience portion of the senior project. This time is to be used for the project and hours will be documented and verified.
- The student is responsible for their own transportation wherever and whenever necessary on the senior project.
- The student will make arrangements with their second semester classroom teachers for the last two weeks.
- The classroom teacher may make some requirements of the student for that last two weeks.
- Student must be passing to be released from a class.

I understand the requirements and responsibilities involved with the Senior Project and give permission for my son/daughter to participate in this opportunity.

Parent Signature: _____

Medical Information:

In case of emergency, contact: _____

Name: _____ Phone _____

Physician or Clinic: Name: _____ Phone _____

Any medical condition project site should be aware of:

Name _____

Senior Project Advisor _____

Chaska High School Senior Project Contract/Signature Form

The student agrees:

- To follow Project guidelines and requirements
- To meet with or contact faculty advisor once a week while on Project.
- To complete all graduation requirements before going on Project.
- To notify all coaches and mentors regarding the schedule for the Project.
- To successfully complete all the requirements of the Senior Project as a requirement for graduation.
- He/she will not be paid for work on Project.
- He/she will not work or volunteer in a position in which a relative is in a direct line of responsibility or in an area or department in which a relative works.
- He/she will not work or volunteer in the same capacity or with the same supervisor in a place of business where he/she has previously been employed or has volunteered.
- That Chaska High School or mentor is not liable for any injuries that he/she may sustain as a result of this Project.

Student signature

Date

Parents

I have read the Project Proposal and I have discussed his/her Project's schedule. I understand that Chaska High School can not directly supervise my child and that Chaska High School is not liable for any injuries sustained as a result of this Project. I approve my son's/daughter's participation in the Project.

Parent signature

Date

Chaska High School Faculty Advisor

I have read the goals in this proposal and find them to be realistic and measurable. I will contact the Community mentor before this student begins his/her Project; I will meet or be in contact with the student once a week during Project; I will be willing to give assistance and encouragement to this student as needed throughout the Project.

Chaska High School Faculty Advisor

Date

Community Mentor

I agree to serve as a mentor for _____. I am at least 25 years of age. I have read the Project Proposal and approved it. I agree not to remunerate this student in any way, now or in the future, for services rendered during this Project.

Community Mentor Signature

Date

Chaska High School Senior Project
STEP 8: Student/Project Information

Introduced 4/11 Due 4/25

Name: _____

Student ID#: _____

Student e-mail: _____

Student Home Phone Number: _____

Student Cell Phone Number: _____

Parent Signature: _____

CHS faculty (8th period) advisor: _____

Project Category: circle one - career academic service creative

Project topic: (provide a general description of the purpose of the project)

Project Title: _____

Project Location: _____

Community Mentor: (note: Community mentor must be at least 25 years of age; may not be a family member.) (Include name, title or qualifying experience)

Community Mentor contact information: Phone: _____

Work Address: _____

E-mail: _____

Will you be working on the project with another student? Yes No

If you answered yes, list the names of the students and justify the need for additional group members.

STEP 9: Prepare Exhibit

Introduce 5/2 Due 5/16

Write a summary of your senior project. This will be duplicated and placed on a website featuring CHS Senior Projects. It is to be typed and placed into the 2011 Senior Project Folder.

Directions:

- 12 font – Times New Roman
- Title/name of Project
- Name(s)
- Statement of the goal(s) of your project
- Name of community mentor
- 6-10 sentences of what you will do and what you expect to learn from the experience.

STEP 10: Prepare and Present Exhibit

Introduced 5/2 Due 5/24

Students will be responsible for preparing an oral presentation and creating their own bi-fold display for the Senior Project Exhibition. Students are required to be in attendance during the hours identified. While on Project, students should consider collecting some of the following artifacts for the Final Exhibit:

- Photographs (Students working with children under the age of 18 should notify parents regarding the display of photography at the Senior Project Exhibit.)
- Music
- Samples of work
- Brochures
- Video clips
- Meaningful journal entries

List at least three items that will be included in your bi-fold display at the Senior Project Exhibition.

- 1.
- 2.
- 3.

Which, if any of the following items will you need for your display area? A table will be provided.

___ DVD Player

___ Laptop

___ An electrical outlet

___ Other: Please state

Rubric (completed by reviewer)

- | | | |
|---|-----|----|
| 1. Exhibit reflects completion of project goals. | Yes | No |
| 2. The plan for the final presentation demonstrates use of critical and creative thinking skills. | Yes | No |

Name _____

Senior Project Advisor _____