

**HARDAWAY HIGH SCHOOL
SENIOR PROJECT GUIDANCE
2017-2018**



Introduction

A goal of Hardaway High School is to graduate students that are college and career ready. Therefore, students will complete the Senior Project as a way to show their overall preparedness and talents related to their career area of interest. Reflecting on who they are, while showing what they want to do, the Senior Project provides students with the opportunity to explore a career of personal or professional interest and to address the latest trends or issues through focused study and applied research. The Senior Project allows students to demonstrate their ability to synthesize and apply the knowledge and skills acquired in their academic program to real-world issues and problems. It is the goal of the Senior Project to affirm students' ability to think critically and creatively, to solve practical problems, to make reasoned and ethical decisions, and to communicate effectively.

Goals

The goals of the Senior Project are as follows:

- To provide students with the opportunity to apply the knowledge and skills acquired in their courses to research relating to a career interest area.
- To allow students to extend their academic experience into areas of personal career interests, to include working with new ideas, organizations, and individuals.
- To encourage students to think critically and creatively about academic, professional, and/or social issues and to further develop their analytical and ethical leadership skills.
- To provide students with the opportunity to refine research skills and demonstrate their proficiency in written and/or oral communication skills.

Timeline

Project Component	Due Date
Senior Project Proposal	September 29, 2017
Mentor Agreement Form	October 11, 2017
Research Paper	December 13, 2017
Job Shadowing (8 hours)	February 2, 2018
Portfolio	March 16, 2018
Presentation (<i>Students will be assigned a day to present.</i>)	April 11-13 2018

Grading

The following components of the Senior Project will be calculated in students' Senior English grades:

Senior Project Proposal	Daily Grade
Mentor Agreement Form	Daily Grade
Research Paper	Test Grade
Job Shadowing	Test Grade
Portfolio	Test Grade
Presentation	Final Exam

Components of the Senior Project—Directions for Students

Research Paper

The first component is a research paper documenting information on a career field of your choice—a subject demonstrating the career interest of your choice, but not necessarily one for which you are an expert. The research must be a worthwhile stretch beyond what you already know. The project proposal must be approved prior to beginning your research. The required length of your paper is 1000 to 1500 words, with the understanding that certain information must be evident. This information includes, but is not limited to the following:

1. Reasons for selecting the occupation in the specific career cluster/pathway
2. Career goals
3. Relevant career-related information that provides the reader some information about a specific occupation or current topics related to that occupation
4. Research on the job outlook and education and training needed
5. Current trends or changes in the future of the career field

The research paper should elaborate on specific information that will help you in preparing for your chosen career field. Please see the attached rubric for specific requirements. You must include the word count of your paper at the bottom of the last page. *All papers must be submitted via Canvas and screened for plagiarism in Turn It In, NO EXCEPTIONS.*

Job Shadowing

As part of the Senior Project, you must complete eight hours of job shadowing to assist you in learning more about your career area. In order to complete the job shadowing, you need to find a mentor—someone who is knowledgeable in your chosen area of interest or someone working in the field. You have the responsibility to obtain a mentor and submit a signed agreement between the school, your mentor, you, and your parent/guardian. You must maintain a log of hours spent with your mentor. You are required to spend a minimum of eight (8) hours job shadowing to complete the project. You will be allowed **one excused absence** to complete job shadowing, granted you complete the job shadowing log and submit a copy to the attendance office upon completion of your hours. Please note, any student that chooses this option must complete the entire eight hours of job shadowing during the missed school day.

Portfolio

You are required to maintain a portfolio to provide physical documentation of your Senior Project journey. Please see the attached portfolio checklist for the items that should be included. The items listed are a minimum of what is required, but you may also include other information or documentation relative to your career area of interest.

Student Presentation

The final component of the Senior Project will be your presentation to a panel of educators, community members, and business and industry representatives. This formal presentation must be in an electronic format, such as Keynote or PowerPoint. The purpose of the presentation is to share any tangible evidence/application of the skills and knowledge you have acquired from the project. Presentations should consist of the following:

1. Purpose and reasons for choosing your career area
2. New information gained about the career
3. Plans for pursuing additional information about the education and training needed for entering your chosen career area

The attached rubric is how the panel will assess your presentation. Each presentation should be three to five minutes in length.

Hardaway High School
Senior project
Research paper Proposal

Student Name: _____ Date: _____

Career Interest Area: _____

Please be very careful when choosing a career. Give this ample thought, as you will not be allowed to change your mind after this form is turned in.

Give your reason for choosing this career area. (Briefly explain why you chose this career, and what you hope to learn from completing this project.)

What prior knowledge (if any) do you already have which relates to this project? (Explain how this project will help you gain new knowledge or information.)

How will completing this project help make the connection between your academic and career goals?

What type of mentor will you need to help you complete your job shadowing hours? (i.e. physician, police officer, teacher, etc.)

List any other related information that you feel should be included in the project proposal.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

**Hardaway High School
Senior project
Research paper rubric**

Student Name _____

Date _____

Teaching Task Rubric (Informational or Explanatory)

	(A)	(B)	(C)	(D)	(F)
Thesis	clearly stated and appropriately focused	clearly stated but focus could have been sharper	thesis phrasing too simple, lacks complexity; or, not clearly worded	thesis lacks a clear objective and/or does not “fit” content of essay	thesis not evident
Supporting Research	thorough and relevant	less thorough but still substantial and relevant	adequate; relevance made clear	insufficient; relevance not always made clear	irrelevant, missing, or relies on assertion rather than research
Focus & Content	sharp, distinct focus; balanced, substantial, specific, and/or illustrative content; sophisticated, mature ideas are particularly well-developed	Clear focus; specific, illustrative, and balanced content	adequate focus, but unbalanced content; more analysis needed	essay contains too much research information without analysis or commentary	absence of focus and relevant content; content doesn’t “fit” thesis
Organization	obviously controlled and/or subtle organization; strong topic sentences	logical and appropriate organization; clear topic sentences	organization attempted, but unclear or inappropriate topic sentences	inconsistent organization	absence of planned organization
Style	writer’s voice is strong; precision in tone, sentence structure, and word choice	precision and variety in sentence structure and word choice	limited, but mostly correct, sentence structure variety and word choice	several awkward and/or unclear sentences; problems with word choice	no apparent control over sentence structure and word choice
Mechanics & Usage	free of mechanical and usage errors	few mechanical and usage errors	some mechanical and usage errors, but not severe enough to interfere significantly with writer’s purpose	mechanical and usage errors which interfere with writer’s purpose	mechanical and usage errors that significantly interfere with the writer’s purpose
MLA: In-Text Citations	all sources are accurately documented in the proper MLA format	all sources are documented, but a few are not in the desired format	most sources are documented, but many are not in the desired format	several sources lack proper documentation	sources are not accurately documented, and MLA format is not attempted or followed properly
MLA: Works Cited Page	all sources on Works Cited page follow proper MLA format	most sources on Works Cited page follow proper MLA format		few of the sources on Works Cited page follow proper MLA format	none the sources on Works Cited page follow proper MLA format

Hardaway HIGH SCHOOL
Senior Project
Portfolio requirements

In order to organize assignments and to best showcase work, you will create an electronic portfolio. Once your “Senior Project” is complete, your portfolio may be used when applying for postsecondary schools, financial aid, and jobs; therefore, it should be kept in a professional manner. All assignments must be neat and error-free.

PORTFOLIO OUTLINE
(100 total points)

SECTION 1: (10 points)

- Cover Page for the front cover of the electronic portfolio including the following:
 - Graphic or Unique Design
 - Name
 - School
 - Chosen Career
- Table of Contents- each item must be in order of this outline. 1 page per item. Please include the page numbers for each item.

SECTION 2: (20 points)

✓ *Introduction/Career Plans*

- Future Post-Secondary/Career Goals
 - Include five short and five long-term goals, for a total of ten goals. These goals need to be measurable, i.e. “Make Money” is not measurable. “Be a millionaire” is measurable, but you need to also include how you will accomplish this.
- Personal Budget
 - Include your personal budget based on the salary information you have gathered related to your selected career.
 - NOTE-This will be completed in your **Economics** class. A copy of this needs to be included in your portfolio.

SECTION 3: (40 points)

✓ *Employability Skills*

- Resume- 1 page
- Reference List-list of references to include: Name, Contact information, relation to you, position held. You must have a minimum of three references.
- Cover letter-2-3 paragraphs: This letter will be attached with your resume, this explains why you are qualified in the position, and why you should be hired.
- Follow-up letter/thank-you note for your job shadowing experience, 1-2 paragraphs. (This needs to be completed and sent to your mentor no later than one week after your job shadowing.)

SECTION 4: (20 points)

✓ *Career-Related Education Experiences: Choose a minimum of four items from the list below.*

- Completed job application-Find an application online that pertains to your chosen career.
- Photo journal (label photos with descriptions)- These photos are ones you take during your job shadowing experience. They should be of you performing tasks pertaining to your chosen career. ****Make sure that you are allowed to take pictures due to confidentiality issues.**** (5-10 photos)
- Employer evaluations – completed by your current employer or find online and have a superior complete.
- Completed interest inventory– like the ASVAB or a questionnaire that tells you what profession your personality leans towards. List your results.

- Work samples
- Glossary of terminology used at work- at least 20 words
- Letter(s) of commendation/recommendation – at least 2 letters. Cannot be written by your English teacher. If you ask any teacher at Hardaway, you must give them at least two-weeks notice (Do NOT wait until the last minute.)
- Completed Job Interview Questions (between 10-20 questions completed as you would if you were actually sitting in an interview with a potential employer).
- Follow-up Interview Letter- written to your potential employer after an interview; thank them for their time and reinforce your strengths.

SECTION 5: (10 points)

✓ *Educational Attainment/Achievements/Activities/Honors: Include a minimum of two items from the list below.*

- Classroom projects related to your career
- Career Technical Student Organization projects/activities - list
- Real-life simulations – explanation of event—at least 2 simulations
- Scholastic records (report cards)
- Extra-curricular activities (student organizations, church groups, community groups, sports, etc.)—List with explanation of duties and responsibilities held
- Honors/awards/recognition (certificates, newspaper articles, etc.)

**Hardaway HIGH SCHOOL
Senior Project
Checklist**

Student Name _____

Teacher Name _____

	Teacher Signature	Date of Submission
1. Project Proposal		
2. Research Paper		
3. Job Shadowing Mentor Agreement		
4. Job Shadowing Log		
5. Portfolio		
6. Presentation		

Date of Project Completion _____

Student Signature _____

Teacher Signature _____

**HARDAWAY HIGH SCHOOL
JOB SHADOWING
MENTOR AGREEMENT FORM**

Mentor Name: _____

Job Title: _____

Mentor Contact Information

Business/Organization Name:

Address:

Phone Number:

Email Address:

Briefly describe what the student will experience while job shadowing:

Agreement

I agree to serve as a mentor for the job shadowing portion of the "Senior Project." During this period, I will provide information and experiences that would assist the student in learning about my career area. However, as a volunteer mentor, I also understand that I will not be held responsible or liable for the outcome/grade of the project.

Signatures

Student Signature _____ Date _____

Parent Signature _____ Date _____

Teacher Signature _____ Date _____

Mentor Signature _____ Date _____

**HARDAWAY HIGH SCHOOL
SENIOR PROJECT
JOB SHADOWING LOG**

Date	Time Spent Hours/ Minutes	Activities	Mentor Initials

***Student is encouraged to ask permission to take pictures/video for his/her presentation while job shadowing.*

Student Signature: _____

Mentor Signature: _____

Parent Signature: _____

HARDAWAY HIGH SCHOOL SENIOR PROJECT PRESENTATION RUBRIC

Student Name _____ Date _____

Category	Exemplary (4)	Proficient (3)	Needs Development (2)	Ineffective (1)	Points
Language/Grammar (Student speaks effectively and uses correct grammar)	Student uses a rich variety of words appropriate for context, has no grammatical errors, and uses excellent sentence structure	Student selects words appropriate for context, uses correct grammar and sentence structure	Student uses some words appropriate for the context, uses some correct grammar and sentence structure	Student uses words inappropriate for the context; uses little correct grammar and sentence structure	
Organization/Time (Student organizes ideas logically, connects key points, uses time effectively)	Student presents information clearly and creatively; connects all key points; completes presentation within allotted time	Student presents information clearly; connects some key points; completes presentation within 1-2 minutes of allotted time	Student introduces the topic; little evidence of connecting key points; completes presentation within 3-4 minutes of allotted time	Student has no introduction to the topic; no connecting of key points; completes presentation more than 5 minutes of allotted time	
Content/Career Knowledge Gained (Student presents information in a manner that represents understanding and knowledge of career)	Student presentation clearly defines the topic and the relation to the selected career; supports the topic with exceptional research and multiple resources; provides exceptional evidence of personal, academic, and career growth	Student presentation defines the topic and the relation to the selected career; supports the topic with research and some resources; provides some evidence of personal, academic, and career growth	Student presentation defines the topic but lacks a relation to the selected career; supports the topic with limited research and resources; provides little evidence of personal, academic, and career growth	Student presentation does not define the topic and lacks a relation to the selected career; supports the topic with no research and resources; provides no evidence of personal, academic, and career growth	
Delivery/Communication (Student speaks clearly, maintains eye contact and good posture, use of technology and focus on topic)	Student gains attention through enthusiastic use of voice, tone, and enunciation; maintains constant eye contact and stands straight; innovative use of technology to illustrate focus of topic	Student gains attention through use of voice, tone, and enunciation; maintains eye contact and stands straight most of the time; use of technology to illustrate focus of topic	Student gains attention through some use of voice, tone, and enunciation; limited eye contact and good posture; limited use of technology to illustrate focus of topic	Student does not gain attention through use of voice, tone, and enunciation; little or no eye contact and good posture; no use of technology to illustrate focus of topic	
Appearance (Student is dressed appropriately for the presentation)	Student dresses in appropriate and professional attire that is representative of the career area and articulates clearly why appropriate dress is important	Student dresses in appropriate and professional attire that is representative of the career area	Student dresses in somewhat appropriate and professional attire that is representative of the career area	Student does not dress in appropriate and professional attire that is representative of the career area	

Total Points _____

Scoring Scale (Grade Equivalent): 18-20 (90-100) 13-17 (80-89) 8-12 (70-79) 4-7 (60-69) 0-3 (Below 60)