

**HARDAWAY HIGH SCHOOL  
SENIOR PROJECT GUIDANCE  
2018-2019**



## 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 28, 2018
Mentor Agreement Form	October 26, 2018
Job Shadowing or Dialogue Partners	December 5, 2018
Portfolio	February 28, 2019
Visual for Presentation (Students who do not turn in their visual—PowerPoint, Prezi, etc., will NOT be scheduled for a presentation time.)	March 20, 2019
Presentation (Students will be assigned a day to present.)	April 3-5, 2019

## 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
Job Shadowing	Daily Grade
Portfolio	Test Grade
Presentation	Final Exam

## ***Components of the Senior Project—Directions for Students***

### **Proposal**

You are required to complete a proposal on the career that you have chosen. Fill out the proposal page to the best of your ability.

### **Research**

The first component is research 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. Research 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. Entry level salary
6. Current trends or changes in the future of the career field

Your research should elaborate on specific information that will help you in preparing for your chosen career field.

### **Job Shadowing OR Dialogue Partners**

As part of the Senior Project, you must complete two hours of job shadowing or three dates of contact with your dialog partner to assist you in learning more about your career area. In order to complete the job shadowing or dialog partner, 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 are required to spend a minimum of two (2) hours job shadowing or three dates of contact with your dialog partner to complete the project. Please note, any student that chooses this option must complete the entire two hours of job shadowing. Each student who selected a dialog partner must complete a 2 page double spaced reflection addressing at least 4 questions answered by your dialog partner. If you job shadowed, the requirement is to submit your job shadowing form and a photo journal.

After getting approval, you can instead find a career mentor and converse with them in person, via phone, or via e-mail. Your career mentor will need to be someone who is currently active in your prospective career. If you are having a difficult time finding a mentor, ask other teachers, friends, and family members. You will be responsible for contacting your mentor to arrange all dialogues with them. As a courtesy, you will e-mail them the questions you plan to ask prior to each meeting. You will be provided a list of potential questions to ask your mentor, or you can create questions yourself. This experience, while not as thorough as job shadowing, is meant to give you a glimpse into the career to which you are aspiring.

### **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  
Senior Project 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 or dialog partner? (i.e. physician, police officer, teacher, etc.)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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.

**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.
- A professional follow-up letter
- Send a thank you note to your mentor.

**SECTION 4: (20 points)**

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

- Completed job application
- Photo journal if you completed job shadowing(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)
- Completed interest inventory– like the ASVAB or a questionnaire that tells you what profession your personality leans towards. List your results.

- Letters 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).

### **SECTION 5: (10 points)**

The first component is research 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.

R e s e a r c h 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. Entry level salary
6. Current trends or changes in the future of the career field

Your research 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.*

**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 \_\_\_\_\_

***Mentor Signature for completion of job shadowing hours.***

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_



# HARDAWAY HIGH SCHOOL SENIOR PROJECT PRESENTATION RUBRIC

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Category	Exemplary (4)	Proficient (3)	Needs Development (2)	Ineffective (1)	Points
<b>Language/Grammar</b> (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	
<b>Organization/Time</b> (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	
<b>Content/Career Knowledge Gained</b> (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	
<b>Delivery/Communication</b> (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	
<b>Appearance</b> (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)