

Student Name: _____ Period _____

2017/2018 Senior Project Handbook

Senior Project Handbook 2017-2018



Principal: Dr. Alonzo James
Kendrick High School
6015 Georgetown Drive
Columbus, Georgia 31907

Student & Mentor Responsibilities

Student Responsibilities:

- Secure an appropriate mentor
- Complete all required forms and agreements
- Be punctual for all mentor sessions
- Be punctual for all presentations
- Communicate with mentor and English teacher as needed
- Complete 25-30 hours with your mentor
- Fulfill all elements of your contract
- Write a mentor thank-you note at the end of your mentorship

Mentor Qualifications and Responsibilities:

- Mentor must be a professional or semi-professional in the field.
- Mentor must be at least 21 years of age.
- Mentor cannot be a family member or step-family member.
- Mentor advises and assists student in planning and developing the project.
- Mentor evaluates student's progress, project, portfolio, and time management.
- Mentor signs and completes all evaluation forms.
- Mentor states on video the name of the student, total hours worked with the student and amount of progress for each phase.
- Mentor contacts English teacher (in a timely manner) to discuss any issues related to the project or student performance.

INTEGRITY

- All hours must be documented on the Senior Project Calendar and the corresponding Learning Log.
- The Learning Log must provide a detailed description of ALL hours documented on the Senior Project Calendar.
- Calendars that are missing signatures will not be accepted and those hours will NOT count.
- **ANY ATTEMPT TO FALSIFY HOURS OR FORGE THE SIGNATURE OF PARENTS OR MENTORS WILL RESULT IN DISCIPLINARY ACTION AND THE HOURS IN QUESTION WILL NOT COUNT.**
- You are expected to complete the work on your project yourself. Having others complete portions of your work, copying the work of others, plagiarism, cheating or misrepresentation of any kind will result in penalties or disciplinary action.

Plan Proposal Packet

SENIOR PROJECT PROPOSAL PACKET

PART 1: ESSAY

Write an essay that answers the questions below using MLA format. The heading should be in MLA format (7th edition). **You must keep a copy of this essay in your Senior Project Portfolio.** Essays should be a minimum of two pages (2) typed and double-spaced. (Portfolios are 3-ring binders between 1 ½ inches)

The essay should address the following questions:

- What is your topic and why is this topic important to you?
 - How will learning about this topic benefit you in the future?
 - What skills will you learn during this process? (skills specific to your topic)
 - Who will serve as your mentor? How did you find this person? What makes them qualified to mentor you in this area?
 - What will your final product or performance look like at the end of your project?
 - What other resources (other than your mentor) will you use while working on your project?
 - How can you use your topic to benefit others? Think community outreach.

PART 2: FORMS

Complete the remainder of the Senior Project Packet, which are found on the following pages. Please make sure that all forms are complete and signed by you, your parent, and mentor before they are turned in. **You must keep a copy of ALL parts of the Senior Project Packet for your portfolio.**

- Mentor Information Sheet
- Parent Agreement
- Student Commitment
- Skills list
- Budget

Mentor Information Sheet

Student's Name _____

Project Category _____

English Teacher's Name _____

Mentor's Name _____

Mentor's Address _____

Mentor's Phone Number(s) _____

Mentor's Email Address _____

Mentor's Qualifications:

Are you over age 21? _____

Are you related in any way to this student? _____

Are you willing to mentor this student for a minimum of 40 hours (contact time) throughout the duration of the Senior Project? _____

What experience do you have in this project category?

Mentor's signature

Student's Signature

Parent's Signature

Parent Agreement

Student's Name: _____

As the parent/guardian of a senior at Kendrick High School, I am aware the Senior Project is a requirement for graduation. Each component (research paper, power point, video, pictures, finished product, portfolio, and Senior Board Presentation) must be completed on time with a passing score for my student to participate in graduation.

As a Senior Project, my student has chosen to: _____

I approve the mentor listed below and give my child permission to work with him or her for 25-30 hours. I take full responsibility in the choice of this mentor and understand that KHS is in no way responsible for my choice of mentor. I also confirm that the mentor is not a relative of the student. Initial: _____

Mentor's Name: _____

Mentor's Phone #s _____

I expect my child and his/her mentor to demonstrate reasonable precaution to avoid injury, and I understand that neither the school district nor the mentor will be held responsible financially or otherwise should an accident occur during my child's participation in this activity.

In case of medical emergency:

Parent/Guardian's Name: _____

Phone #'s: _____

Name of Insurance Carrier(s): _____

Other Info: _____

I authorize emergency treatment.

Signature: _____

Date: _____

Parent's Signature

Student's Signature

Student Commitment

As a student I agree to the following responsibilities:

- Secure an appropriate mentor:
 - At least 21 years of age
 - Professional or semi-professional in the field
 - **Cannot be a family member or step-family member**
 - Will advise and assist in planning and development of the project
 - Will evaluate progress – project, progress and time management (written evaluation and video evaluation)
 - Sign and complete all evaluation forms
 - Contact English teacher to discuss any issues that may arise related to the project or student performance
- Complete all required forms and statements of commitment
- Comply with all financial terms and agreements with my mentor by paying for any lessons on time
- Be punctual for all mentor sessions
- Be punctual for all presentations
- Communicate with mentor and English teacher as needed
- Fulfill all elements of contract with my mentor
- Write a thank-you note for my mentor

I also agree to complete my Senior Project – paper, portfolio, video and/or product, and Senior Board Presentation. **I understand that the Senior Project is a graduation requirement of KHS and that failure to successfully complete the Senior Project will result in my not participating in graduation.**

I will demonstrate reasonable precaution to avoid injury. I understand that neither the school district nor the mentor will be held responsible financially or otherwise should an accident occur during my participation in this activity.

I confirm that the topic that I have chosen is a new skill and that by giving false information about my past experiences in this area will result in disciplinary action as it is a violation of the Muscogee County School District integrity policy. I fully accept responsibility for my actions and the responsibility of completing the Senior Project. I will maintain honesty and integrity throughout this experience and fully accept the consequences if I do not pass my Senior Project.

I understand and agree to the Muscogee County School District Code of Academic Integrity and agree to abide by all portions. I will not embarrass myself, family, or school by acting inappropriately while participating in my Senior Project on or off campus.

Student's Printed Name: _____

Student's Signature: _____

Date: _____

SKILLS LIST *CONTINUED*

What will your final product/performance be for Board Night? Explain in detail.

Music, Voice, & Dance students must perform in recitals. List two recitals that you could participate in; give the date, if possible.

1. _____ 2. _____

All Marksmanship, Archery, & Martial Arts students must compete in competitions. List two possible competitions that you could participate in; give the dates if possible.

1. _____ 2. _____

All Marathon, Half-Marathon, Triathlon, & Biking students must compete in competitions. List two possible competitions that you could participate in; give the dates if possible.

1. _____ 2. _____

Mentor's Signature & Date

Student's Signature & Date

Parent's Signature & Date

Name: _____ Period: _____

STUDENT’S NAME: _____ English Teacher: _____

TOPIC: _____

BUDGET: To be completed by Student and Mentor along with first log.

1. Does this topic require that I take classes? YES NO
If so, what is the cost of those classes?

2. Please list the materials and supplies you will need for this project. All projects require materials and supplies! This section must be completed.

Materials/Supplies	Cost of materials/supplies (if you already own the item please state that.)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total for Materials/Supplies	_____

3. Total ESTIMATED cost of the Senior Project: _____

I understand that this is only an estimated cost. The actual final cost of the project may be more or less than this amount.

Mentor’s signature

Student’s Signature

Parent’s Signature

Making Changes to your Proposal

If you make changes to your Proposal/Plan, you must submit a new proposal to your English teacher.

Making changes after Phase 1 greatly increases your risk of not completing your project phases on time. Please remember that all requirements must be met at each phase of this project. After phase 1, changes to your senior project may be allowed on a case by case basis.

You may make changes by consulting with your English teacher in the following areas:

- Mentors (You must also notify and complete a new mentor information form, as well as an updated contract.)
- Skills
- Budget

Address your concerns with your English instructor, your parents, and/or your mentor. Written changes must be reflected in your learning log and must be documented in your portfolio with appropriate signatures and comments.

BULIDING YOUR PROJECT

Phase 1

✿ Create your portfolio.

- Use the Portfolio Table of Contents to create your portfolio in a 3 ring binder.
- Items in your portfolio should be in the correct order, organized, neat in appearance and complete.

✿ Begin working on your project and counting hours.

- Meet with your mentor.
- Work on your portfolio.
- Practice skills learned with mentor.

✿ Document. Document. Document.

- Document all hours on your **calendar and log**.
- Be sure to get calendars signed by your mentor and parents.
- **Take photographs and video to use as evidence.**
 - *You MUST have photographic and video evidence of hours.*
- Remember that your mentor will need to fill out the written evaluation form for each phase.

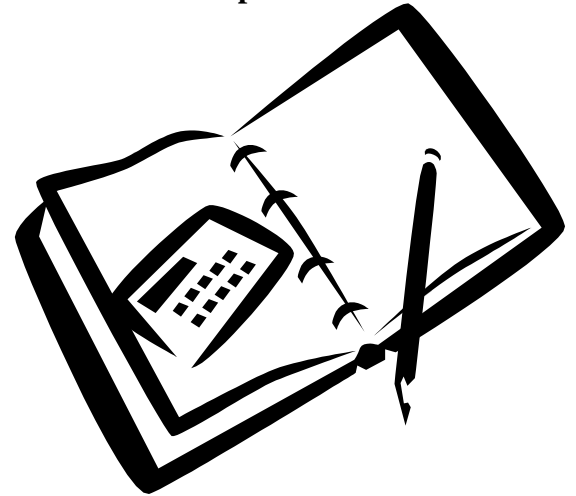
THE PORTFOLIO

What is the portfolio?

- The portfolio is your documentation of progress on your Senior Project.
 - It will be evaluated at each phase and available for the judges to review on Board Night.
 - **All evidence for your project will be recorded and documented in the portfolio.**
- Set up the portfolio immediately.

What should be included in the portfolio?

- Table of Contents
 - The front cover should be creatively decorated
 - Title Page: MLA format (see sample)
 - Proposal Packet
 - Proposal
 - All forms: Mentor Information, Parent Agreement, Student Commitment
 - Contract
 - 1 Complete Mentor Evaluation form
 - Signed and completed calendars
 - Make sure calendar days are filled out with specific activities & times (see samples)
 - Calendar reflects individual hours & mentor hours
 - Project Learning Log – must have a detailed entry for every entry on your calendar
 - Photographs with appropriate dated and typed captions (a minimum of 10 for all phases)
 - Receipts, notes, certificates, video, additional evidence, etc.



If you have questions about how to build your portfolio, please contact your English teacher.

STEP-BY-STEP DIRECTIONS:
How to Create a **Title Page** for
Your Senior Project Portfolio



*You should add color but it is **not** required.

*This is a **suggested format**.

SEE EXAMPLE ON NEXT PAGE

GOURMET COOKING



Insert picture
here

Mary-Jane Matthews
Ms. Mewborn/ Mrs. Gunn
Multicultural Literature/1st period
29 March 2017

Learning Log & Calendar

- For each phase, you will document the hours you have worked in the Learning Log and on the Calendar.
- Learning Logs and Calendars will be evaluated at each phase, as part of the portfolio.

What is a Learning Log?

- The Learning Log is where you will record the date, time, and a detailed description of the activity.
 - It should state what exactly is done during that time and include at least one of the following:
 - New skills and techniques learned
 - Growth/successes
 - Problems encountered
 - Challenges
- Any time that you work on your project must be documented in both the Log and on the Calendar.
- You should have detailed logs that describe the activities recorded on your calendar. (Please see the sample Learning Log on the next page.)
- You must list the times for each entry, not the hours. Example: 5:00 – 6:00 p.m. (not 1 hour).
- **Your learning log should be placed in the portfolio behind the corresponding calendar.**

What do I record on the Senior Project Calendar?

- The calendar is where you record your hours for each month and keep track of total individual hours and mentor hours.
- Calendars must be completed, signed, and included in the portfolio at each phase. (Please see the sample Senior Project Calendar that follows.)

What counts as hours for my project?

- Any time that you spend directly working on your project or practicing skills related to the project.
- Any time that you spend working with your mentor on your project.
- Any time spent working on your essay. (You may count no more than 10 hours for paperwork. This includes the research paper, working on your portfolio, getting signatures and other paperwork.)
- Any recitals or performances that you participate in for your project.
- **YOU MAY NOT COUNT THE FOLLOWING:**
 - Watching TV or online videos
 - Playing video games
 - Listening to music on your iPod or on the radio
 - Going to a concert
- **If you are unsure whether or not the hours will count, you should contact your English teacher for approval.**

January

SAMPLE

		2	3 Piano lesson 5:00-6:00 With mentor	4	5 Practice songs 3:00 – 4:00	6
	8	9	10 Piano lesson 5:00-6:00 With mentor	11	12 Practice songs 3:00 – 4:00	13
14	15 Practice songs 3:00 – 4:00	16	17 Piano lesson 5:00-6:00 With mentor	18	19	20
21	22	23 Practice songs 3:00 – 4:00	24 Piano lesson 5:00-6:00 With mentor	25	26	27 Piano Recital 6 -7:30 3 songs
28	29	30				

Monthly Hours:

Mentor: 4 hours

Total: 4 hours

Cumulative Hours:

Mentor: 6 hours

Total: 6 hours

John Jones

Mentor's Signature
Samantha Smith






Parent's Signature
Jane Dee

Student's Signature

Student Name: _____ Period _____

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Senior Project Learning Log

DATE	DESCRIPTION (detailed description of activity)	TIME
Monday 6/3/10	Practiced songs from theory book and scales on my guitar. Songs: Twinkle Twinkle Little star & God Bless America <div style="text-align: center;">  GOOD EXAMPLE </div>	4:45-6:00 1 hr. 15 min.
Wednesday 6/5/10	Went to a concert. Listened to guitar <div style="text-align: center;">  BAD EXAMPLE </div>	About an hour EXAMPLE BAD
6/24/10	Today I observed and co-taught a lesson with my mentor to a little boy named Sam. He is working on learning to read music. <div style="text-align: center;">  GOOD EXAMPLE </div>	5:00-5:30 EXAMPLE  GOOD ½ hr.
6/27/10	Worked on Senior Project <div style="text-align: center;">  BAD EXAMPLE </div>	2 hrs. EXAMPLE BAD
	<p>Remember: For EVERY entry on your calendar, you MUST have a corresponding and detailed entry in your learning log!</p>	

Phase 2

✿ **Keep your portfolio up to date.**

- Items in your portfolio should be in the correct order.
- Record ALL evidence in your portfolio.
- Add Research Paper Evidence to your Portfolio.

✿ **Continue working on your project and counting hours.**

- Meet with your mentor.
- Continue working on your project.
- Begin to show progress in your topic.

✿ **Time to do some research.**

- Phase 2 is the research phase.
- You will work with your English teachers in researching and writing your research paper.

✿ **Document. Document. Document.**

- **Document all hours on your calendar and log.**
- Be sure to get calendars signed by your mentor and parents.
- Take photographs and video to use as evidence.
 - Remember that your mentor will need to fill out the written evaluation form for each phase.

✿ **Plan ahead.**

- Re-read your contract.
- Make sure that you plan ahead to meet any special requirements of your contract!

Phase 3

- ✿ **Keep your portfolio up to date.**
 - Items in your portfolio should be in the correct order.
 - Record ALL evidence in your portfolio.
- ✿ **Continue working on your project and counting hours.**
 - Meet with your mentor.
 - Continue working on your project.
 - Begin to show progress on your topic.
- ✿ **Document. Document. Document.**
 - Document all hours on your calendar and log.
 - Be sure to get calendars signed by your mentor and parents.
 - Take photographs and video to use as evidence.
 - Remember that your mentor will need to fill out the written evaluation form for each phase.
- ✿ **Plan ahead.**
 - Re-read your contract.
 - Make sure that you plan ahead to meet any special requirements of your contract!
- ✿ **Working on your final product.**
 - In phase three, some of you may have performance requirements or contests in your area of study.
 - Begin working on your final product and fulfilling the requirements of your contract.
- ✿ **Proceed with CAUTION!**
 - You must plan carefully to make sure you can get enough mentor hours.

Phase 4

- ✿ This is it! Make sure you have recorded ALL evidence in your portfolio, all items are labeled, and that it is neatly presented and easy to read.
- ✿ Put the finishing touches on your final product.
 - Make sure that you have met ALL elements of your contract.
 - Get your final product ready for your last classroom presentation.
 - This is your time to reflect on your journey and the outcome of your hard work!

Board Presentation

- ❖ After phase 4, you will have about a week to perfect your presentation.
- ❖ Take some time to really reflect on what you have accomplished and include that in your presentation.
- ❖ Work on your speech and presentation to ensure that you have everything ready for the big night.
- ❖ Check, double check, and triple check your technology!
- ❖ Make sure to arrive early so that you are ready when the judges are ready for you.
- ❖ Present your project to the faculty and community and be proud of all that you have accomplished!
- ❖ GRADUATION!



Senior Project—Phase 4 (Check List)



- ✓ Review your Grading Rubric very carefully
- ✓ Due: March _____ 2017
- ✓ Your Contract must be complete
- ✓ 15 minute-presentation
- ✓ Mentor Hours Required: 25-30
- ✓ Video Evidence: You **must have a progressive video** evidence of your work on the project that demonstrates your proof of progress and provides a record of your senior project from start to middle to finish.
- ✓ Video Evidence must be shown during your Presentation (video should be no longer than 10 minutes of your presentation)
- ✓ Product or Performance: If your project required you to make a product of some sort, you must bring in those products to show full completion of your contract. Show us the products that demonstrate your most advanced skill level. If you are doing a performance-based project, you must perform the piece/exercise/dance/etc. that demonstrates your highest level of achievement (the most advanced skill level).
- ✓ Mentor Video Evaluation (Your Mentor must state his name, qualification, experience and # of hours he worked with you).
- ✓ Mentor Written Evaluations (You must have all 4 evaluations from each Phase and they must all be signed by your Mentor)
- ✓ Make sure you have obtained all required signatures on all of the required forms/calendars/logs/evaluations/contracts/etc.
- ✓ Portfolios must be complete and items must be in the order stated on the Grading Rubric
- ✓ If you have had changes to your Contract, those changes must be documented in the Portfolio and signed by the proper individuals (see English teacher for questions)
- ✓ All students must check technology prior to their presentations (No tech checks on the day of the presentation; No tech checks during Homeroom) TIP: SAVE your files in multiple formats to prevent possible tech failures. Email, GTID folders and flash drive.
- ✓ You will be required to have a PowerPoint Presentation (Your Research Paper Argument will be included) as a visual aid
- ✓ Your speech must be well-rehearsed & professionally presented in standard American English.
- ✓ Dress professionally.
 - Men: dress shoes (black or brown) must wear belt with well ironed dress pants, dress shirt, and tie.
 - Women: dress shoes – 3 inch heel or less. Neat hairdo, no cleavage. Pant suit, skirt suit, or dress and must be no shorter than 3-inches above the knee.

Phase 4—The Speech

Each student’s speech will differ; however, listed below are some key ingredients to include

- Before you begin, **introduce yourself** to the judges (shake hands; state your name & your project)
 - *If you are performing—provide a program (a printed leaflet) that lists the pieces you will be playing *Similarly, chefs will provide a “menu” that includes name of the dish/ingredients, etc.
- Begin your speech with an **engaging opening** (an anecdote; a rhetorical question; an attention-getting fact from your research; an interesting image; a quote)
- Give an **overview** of what your presentation will include
- Tell the Judges **why you chose this project**; What you hoped to accomplish from the outset; What you hoped to learn/experience; etc.
- Discuss **Mentor Information** (His/her expertise in the field; how you met him; why you chose her; etc.)
- **Contract Completion.**
Here are ways you can do this:
 - Show **video evidence** (Tip: Instructional videos can be running throughout the presentation on another TV Monitor)
 - Show **Visual Aids** (Certificates, Books, Recipes, Guides, Evidence of Courses taken, Pictures from Recitals; Completed products; 2D & 3D models; Graphs/Charts; Matted Photos; CD Cover; Cookbook; Portfolio; Book(Novel); Student created-lesson plans/training guides)
 - Discuss in detail your **Mentor Collaboration**; Tell the judges how your mentor has guided you along each phase or each task/achievement
 - **Perform** your most advanced-level pieces; Tell how/why this demonstrates your highest level of achievement
- **Tie it all together**—Here are ways you can do this:
 - **REFLECTION**—did you accomplish the goals you made for yourself from the beginning? Have you learned a new skill that you will carry with you beyond high school? Did you overcome challenges you didn’t think possible? What have you learned about yourself as a result of Senior Project?
 - **Develop a MEMORABLE CONCLUSION**—Don’t say “That’s it” or “That’s my senior project” Circle back to your Introduction
- **Remember to Thank the Judges, your Mentor, parents, & teachers**

Still have questions? See your English Teacher.



FORMS

- Calendar
- Learning Log
- Mentor Evaluation & Video Statement
- Graded Classwork – proposal essay, annotated bibliography, essay outline, final draft of research paper



Name: _____ Period: _____

MONTH: _____						
SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.

Monthly Hours:

Mentor: _____

Individual: _____

Total: _____

Mentor's Signature

Parent's Signature

Student's Signature

Name: _____ Period: _____

MONTH: _____						
SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.

Monthly Hours:

Mentor: _____

Individual: _____

Total: _____

Mentor's Signature

Parent's Signature

Student's Signature

Student Name: _____ Period _____

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MONTH: _____

SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.

Monthly Hours:
Mentor: _____
Individual: _____
Total: _____

Mentor's Signature

Parent's Signature

Student's Signature

**KENDRICK HIGH SCHOOL
SENIOR PROJECT
MENTOR EVALUATION**

Student's Name _____

Student's Project _____

English Teacher's Name _____

Mentor: Please circle the points for each category.

Points	15	10	5	0
Attendance	Attends all meetings / classes/ sessions	Attends most meetings / classes/ sessions	Attends few meetings / classes/ sessions	Attends no meetings / classes/ sessions
Attire	Always wears appropriate attire	Usually wears appropriate attire	Rarely wears appropriate attire	Never wears appropriate attire
Initiative	Demonstrates a high level of enthusiasm during meetings/classes/ sessions	Demonstrates an average level of enthusiasm during meetings/classes/ sessions	Demonstrates a below average level of enthusiasm during meetings/classes/ sessions	Demonstrates no enthusiasm during meetings / classes/ sessions
Skill level	Skill level is above average for someone with the student's experience.	Skill level is appropriate for someone with the student's experience.	Skill level is below average for someone with the student's experience.	No skills are evident.
Progress	Student has shown above average progress since the last evaluation (see timetable).	Student has shown average progress since the last evaluation (see timetable).	Student has shown below average progress since the last evaluation (see timetable).	Student has shown no progress since the last evaluation (see timetable).

Total Hours Worked with Mentor: _____

Mentor's Signature _____

Comments: _____

