Colusa High School Senior Project
A Graduation Requirement

Successful completion of all phases of Senior Project is a graduation requirement. Students must complete the project within their senior year. Failure to complete the project will mean the student will not be eligible to graduate in May. If any one of these components of the Senior Project receives an unsatisfactory evaluation, the student must rectify the situation before receiving a Colusa High School diploma. **The Colusa High School Senior Project requires a minimum grade of a 70% overall to pass.**

Senior Project Components

The Senior Project is intended to be a culminating experience for Colusa High School seniors, one that allows them to choose a challenging topic of interest to explore in depth. The Senior Project consists of four components: a research paper, a physical product, a portfolio, and an oral presentation made to a panel of judges.

I. PAPER

Students are to choose a topic of interest to research for their Senior Project. The paper is to be between 1500-2500 words.

This paper receives dual grading: it will be a part of your Senior Project Paper grade, and will **also** be a part of your English IV grade.

II. PHYSICAL PROJECT

The physical project must contain the element of service, with the goal being to assist others, benefit the community, explore a specific career, or personal growth and betterment. A minimum of 15 hours of outside preparation is required. Each student is to choose a mentor who will assist them during the process, providing encouragement and technical assistance.

Purpose

The Purpose of the Physical Project is for you to explore one of four areas of learning. Your Purpose must be clearly identified in your Project Proposal. For the particular Purpose that you identify, multiple points must be explored and discussed in your Senior Board presentation. They are as follows:

1. **Career Exploration**
   The purpose of this type of project is to investigate a specific career by obtaining an expert in the field (as your mentor) and applying the skills associated with that profession. Information that must be investigated and presented in your board presentation is:
   a. Explore the job outlook in this field
   b. Investigate what training and education is required to enter the profession
   c. Identify related careers that the training and education would apply to
   d. Research the cost of entering the profession (such as education, certification, and/or cost of opening a business)

    e. Determine what skills, aptitudes, and/or interests you should possess

    f. Visit a college with a program in your chosen field, and examine the program, asking pertinent questions.

    g. Compile the information you gained in your research and job-shadowing to write a 1 page informational/reflective paper to be included in your Portfolio.

2. Community Service

The Purpose of this type of project is to understand the benefits of enhancing the local community by providing a tangible service. Information that must be investigated and presented in your board presentation is:

    a. Contact a non-profit community service organization, either public or private*

    b. Find out the mission statement of the organization

    c. Investigate what services the organization provides

    d. Investigate how the organization receives its funding

    e. Describe how your project went beyond simply volunteering

* If your Community Service Project is not affiliated with any particular organization, contact a non-profit organization that provides similar services and continue with b-e.

3. Colusa High School Project

The purpose of this type of project is to provide a service or enhancement to the school that improves the campus culture. Information that must be investigated and presented in your board presentation is:

    a. Contact a club or organization on campus (either an officer, member, or advisor)

    b. Research how this club or organization enhances the CHS culture through their activities or role on campus

    c. Describe what your motivation was for completing a Colusa High School project

    d. Describe how your project enhances the campus culture

4. Personal Growth & Development

The purpose of this type of project is to learn or develop a new skill by going outside of your comfort zone to do something that you are interested in, which will subsequently provide personal enrichment. Information that must be investigated and presented in your board presentation is:

    a. Contact a legitimate organization or professional in the field that can assist in the development of the skill you wish to hone or acquire.

    b. Describe what your motivation was for wanting to develop this skill, (why do you feel that this is a valuable use of your time?).

    c. Identify the uses of this skill, including adaptations of it, and how it has the potential to benefit your future endeavors.

    d. Describe how you have developed as a person through the learning experience of your project, and what you gained from it that may help you in your future (i.e., personal enrichment: ex. self-confidence, understanding of integrity, etc. – be specific.)

PROJECT PROPOSAL

Students must submit a project proposal to the Senior Project Panel and receive approval prior to beginning the project. Seniors will fill out the Project Proposal completely and concisely. The Mentor Commitment form must be completed as well as the Parent Authorization form. After the paperwork is complete, students will then sign up for an "interview" with the Project Proposal Panel. During this interview, the student will be dressed in professional attire. If the Project is approved, a signature from the panel will designate they are clear to move forward with their Project.

STRETCH

The Stretch is the most important outcome of your Senior Project. The Stretch is the measurement of learning from the beginning of your project to its completion. Senior Project is designed to give you the opportunity to take the numerous skills that you have acquired in high school and apply them in ways that promote new learning. The greater the learning, the greater the stretch. Therefore, choosing a project that offers a maximum opportunity for learning will have a greater stretch than a project that you already possess the skills to complete.

MENTORSHIP

The mentor provides you with the information you will need to complete your project. If you can expedite a project without the help of a mentor, your project has not met the appropriate stretch and will not pass. The mentor needs to have the following qualifications:

- Must be an expert in an appropriate profession for your project. All projects must involve time spent with the mentor to stretch the student beyond his/her current expertise in the project area.
- No relatives can be mentors.
- No employee of Colusa High School.
- No mentors under the age of 21.

PARENT AUTHORIZATION AND SUPPORT FORM

Students must return the forms (signed by a parent or guardian, which acknowledges reading and understanding the Senior Project graduation requirement) along with their Project Proposal and Mentor Commitment form.

TIME COMMITMENT FOR PROJECT

- A <u>minimum</u> of 15 hours beyond exploration, training or certification.
- Project must benefit someone other than you.
- Substantial amount of effort.
- Over a sustained period of time.

PROJECT VERIFICATION FORM, TIME LOG, & PRODUCT

Project Verification Form, Time Log, and Product must be completed <u>by your mentor</u> and returned to your Senior Project Coordinator by the project deadline in order to successfully pass the project phase. (You must bring your time log to your mentor for them to verify your time spent.) *This document

Colusa High School
901 Colus Ave.
Colusa, CA. 95932

significantly impacts your grade. Please ask your mentor to be thorough and thoughtful in their completion of this form.

*If your project includes performing a job for someone, you will be required to get a form that outlines the scope of the project to be done. It will need to be signed by your mentor AND the recipient of the project upon agreement, AND AGAIN by both your mentor and the project recipient upon completion of the project.

PRODUCT

The Product is the <u>second most important outcome</u> of your Senior Project. Think of your Product as evidence of your Physical Project. The Product consists of artifacts that you generate through the Project process and are a visual representation of your project Stretch. The Product must be presented as an integral part of your Senior Speech.

It is suggested that you have at least one artifact from four of the 9 acceptable genres listed below.

- An acceptable product will consist of multiple artifact types such as, but not limited to:
- Documents such as letters, thank you notes, emails, and/or other correspondence
- Advertising or marketing items such as flyers, posters, brochures and ads you created
- Design documents such as CAD designs, blueprints, and/or schematics
- Planning documents such as lesson plans, presentation notes
- Assessments such as graded quizzes or evaluation forms completed by participants
- Tangible end-product such as a web page, piece of art, model, or an assembled structure
- Visual evidence such as pictures, videos, and audio recordings (5 pictures minimum for PowerPoint).
- Fiscal documents such as receipts, ledger books, and cancelled checks

III. SENIOR PROJECT PRESENTATION

The Senior Presentation will be held <u>Monday, May 21rd</u> in the afternoon. Each senior will be assigned a room, where they will deliver an 8-12 minute PowerPoint Presentation, followed with questions by the judges. The judges will be teachers, staff, Colusa Unified School District personnel and community members, who will be responsible for listening carefully and evaluating the presentation. 11th grade students will also be present to time speeches.

While the presentations can be a nervous time, they are also a time for you to show people from outside CHS just what you have done. In past years, these people have been very impressed with the students' dedication and quality of work. As seniors, you are the experts on your projects. Show your enthusiasm for what you have created and learned.

It is strongly recommended that you plan and rehearse your presentation ahead of time. See to it your speech meets the time requirements.

Senior Project Presentation Requirements:
1. You must arrive on time. Students who are late will miss their assigned presentation slot.

Colusa High School
901 Colus Ave.
Colusa, CA. 95932

2. You must be dressed appropriately. Dress as you would for a business interview. Avoid clothing that is either too casual or too revealing.
3. Oral presentations must be 8-12 minutes (under of over will receive a Fail)
4. Oral presentations will be evaluated by a panel of faculty members, CUSD personnel, and community members.

PowerPoint Presentation Content:
- Introduction
- Body of speech
    - Evidence of knowledge from research paper and physical project
    - Expertise about topic
    - Proof of research
    - Physical project ties to research paper
    - Application of learning – "I learned", "I plan to use this"…
- ESLR's
- Language Usage
- Balanced Content
- Presentation Delivery – eye contact, poise, posture, gestures, voice, pace, enthusiasm, and presentation of self.
- Question and answer period
- Minimum of 5 DIFFERENT pictures showing progress of physical project
- Minimum of 10 slides

IV. PORTFOLIO

Your Senior Project Portfolio should have the following contents, in this order:

1) Title Page/Cover Sheet
2) Table of Contents
3) Letter of Intent
4) Personal Statement
5) Resume
6) Clean, most recently edited copy of research paper, with new changes completed
7) Project Proposal
8) Mentor Commitment Form
9) Project Verification Form
10) *Path-Specific information/reflection paper for "Career Exploration" students – entailing job outlook, cost of entering, what you learned in observation, etc.
11) Evidence relating to product (physical project)
12) Additional Project documentation

You must assemble the above in a three-ring binder with a clear plastic liner on the cover; this will allow you to create a personal cover sheet with will be east to read and will make the portfolio more pleasing to the eye.

The use of photographs that show you working on your project or other documentation is required in the portfolio. You should collect any relevant physical evidence (videos, letters, artwork, etc.) which help document your progress, and include them wherever appropriate in the portfolio.

The portfolio itself will be given a grade, based on these criteria:
- Completeness
- Neatness & professional appearance
- Clear organization
- Handed in on time
- Formal Essay

THE PORTFOLIO IS DUE T0 THE COUNSELING OFFICE ON WEDNESDAY, MAY 9TH, 2018. FAILURE TO SUBMIT THE COMPLETED PORTFOLIO ON THIS DATE WILL SEVERELY JEOPARDIZE YOUR GRADUATION.

Project Proposal

Complete the Project Proposal Form. You will be responsible for signing up for your Interview. The times will be advertised in the daily bulletin. Your interview will consist of questions regarding your proposal and any clarification needed. Regardless of how you are asked to communicate your intent, you must address all areas with complete information before your Proposal will be approved.

- Clearly state what you will be doing and who will benefit from your Project.
- Include a description of what the product will look like for presentation to the panel.
- Write the purpose of your project, clearly labeling it as Career Exploration, Community Service, or a   Colusa High School Project.
- Write a list of materials needed and estimated cost for product.
- Write an explanation of the stretch describing how you will extend yourself. Your stretch is not "I've never done this before." Stretch must explain specific skills.
- Review ESLR's
- Clearly identify the person who can help you with this process. This is your mentor. The mentor's phone number, address, email address, and signature must be on form. The mentor must be 21, may not be a relative or an employee at Colusa High School.
- If your project culminates in an event in the Colusa Unified School District, you must have the Colusa High School Activities Request Form filled out and approved before your Proposal will be approved. If you hold an event elsewhere, the proper paperwork needs to be attached before your Proposal is approved.
- Certain projects will need special signatures and approval. If you are interested in doing an art project that will become a permanent part of the Colusa High School landscape, or if you are interested in enhancing any landscaping or hardscaping on the Colusa campus, you must get the approval of Principal Brown. If you are doing a project for someone, you will need a form stating the scope of the project, which will need to be agreed upon and signed by both your mentor, and the recipient of the project. Upon completion, this form will need to be signed off once again by both parties.
- Once your proposal has been approved, you are obligated to proceed with this project. If you change your project for any reason, you must meet again with the Senior Project panel and prepare another proposal with the modified information. You may not begin accruing hours

Colusa High School
901 Colus Ave.
Colusa, CA. 95932

until your Proposal has been approved by the Project Panel. This means you have obtained a signature on the bottom of the Proposal Form.

Event Notification/Activity Request Form

If your project will culminate in an event (talent show, athletic event, banquet, etc.), whether on-campus or off-campus, you must receive approval from Administration as part of your Senior Project Proposal. To complete this process you will need to follow these steps:

- Obtain a commitment form from your Mentor to assist you for an on-campus event. Your Mentor is expected to be present during your on-campus event for the entire event.
- Make a copy of the Activities Request Form.
- Verify that the date you are requesting is available on the activities calendar kept by Mr. Badaluco.
- Fill out the form completely; any blanks will cause your request to be denied
- Have your Principal verify the information and sign the form
- Return the completed form to Mrs. Stever, Senior Project Coordinator for approval (please note: it takes a minimum of two weeks to receive approval. Only one Activities Request form for one date will be accepted from you for the purpose of your senior project.)
- When you have received the approved Activities Request form, please attach it to your Senior Project Proposal and turn it in by the proposal due date. Your project proposal will not be approved until the approved Activities Request form is attached.
- School insurance and security are provided for approved on-campus events only!
- It is also the responsibility of the student to provide insurance and security for all off-campus events.

Fund Raising

If your project will involve any fundraising you will need to do the following:

1. Have your mentor assist you in the handling the money and to oversee your senior project account.

2. Obtain an Activities Request form from Mrs. Meyers and complete.

3. Schedule an appointment with Mrs. Meyers, Principal's Secretary, to set up an account

4. When it comes time to pay your proceeds to the organization you are working for you must submit a completed Purchase Order to Mrs. Meyers.

*A check will be cut in the name of the organization that you are fund raising for and mailed to that organization on your behalf. No checks issued to an organization will be given to the student for hand delivery.

If your fundraising includes selling food or other merchandise on campus (for example: a bake sale during lunch) you must submit an Activities Request form, and receive approval, before you can begin this activity.

Colusa High School
901 Colus Ave.
Colusa, CA. 95932

Grading

Your senior project coordinator will keep track of all assignments you have turned in and deadlines you have met. After each deadline, your coordinator will communicate this information to your English IV teacher who will incorporate these assignments into your senior English grade.

If, at any time, you have **failed to meet a deadline, and/or failed to turn in an assignment**, the following will happen:

1. Receive a 50% on a late assignment IF turned in within 3 days of due date, otherwise – **0**, AND **assignment must still be turned in**.
2. Communication with parent or guardian
3. Loss of extracurricular activities (sports, practice, clubs…)
4. FINAL DEADLINES missed – a failed grade will be earned
5. Failure to complete **any** portion of the Senior Project will jeopardize graduation.

To be clear: **every deadline is important**. *Deadlines are not negotiable for any reason*. Disciplinary action is as follows:

Missed deadlines may result in grade that is insufficient to pass.

Incomplete/missing documents = automatic non-walk.

 Please understand that you CANNOT fail ANY portion of the 4 P's (Paper, Project, Presentation, and Portfolio) and pass.

You must maintain a 70% overall in your Senior Project class grade.

(If you do not complete Senior Project in the course of a regular school year, and are forced to complete summer school, any documents done during the school year can be used to work towards completion .)

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