

SENIOR SEMINAR & SENIOR PROJECT

Requirements and Guidelines



Senior Seminar Class Requirements

Section 1- Student Information

- *Personal/Cultural Creed writing (Success/Government)
- *High school transcript (Counselor)
- *Greatest accomplishment/Greatest learning experience writing (Jr/Sr. English)
- *Four-year plan (Counselor)

Section 2- Citizen

- *Copy of driver's license or student ID
- *Proof of voter registration
- *Proof of selective service system registration (for boys)-optional
- *Proof of student council fundraiser/activity
- *Current Events essay (Economics/Government/Modern Studies)

Section 3- Career Information

- *Career goal essay (Success/Personal Finance/Personal setting)
- *BPA business casual dress code
- *Cover letter
- *Resume
- *Job Application sample
- *Letter of recommendation (2)
- *Career research paper (Success/Personal)
- *Interview practice

Section 4- College Preparation

- *High School Transcript
- *Educational goal essay (Personal)
- *College scholarship essay (Personal)
- *College application
- *Scholarship application
- *FAFSA demonstration

Section 5- Senior Project

- *Project proposal
- *Time logs
- *Performance evaluation- student
- *Performance evaluation- mentor
- *Final project research paper (Senior English)
- *Project Electronic media presentation or Tri-fold board
- *Senior project reflection paper (Personal)

Section 6- Optional

- *Work from other classes or additional items you want to add to your portfolio

Grading

Sections I – IV (Personal, Citizen, Career, and College Preparation) are worth 50% of the final grade. Section V (Project) is worth 50% of the final grade.

All items must be met and in the Portfolio to receive a passing grade. Failure to complete all requirements will result in an incomplete.

All items are due one week prior to presentation date or you will not be scheduled to present.

The Senior Project Final Presentations are scheduled for December 4th, 2017 for students with Senior English in the 1st and 2nd quarters. Our second presentation date is scheduled for March 5th, 2018 for students coming in late in the second and third quarters.

Assignments completed in another class may be used for assignments in this class. For example: If you have written essays in English that cover the portfolio topics, you may use them for the essay requirements of the Portfolio.

Essay requirements:

- MLA or APA format
- Essays cannot be repeated in different sections
- Essays may be from previous school years, but must be your original work
- Must have 1-inch margins
- Must have appropriate header
- Must be Times New Roman font
- Must be 12 pt font
- Must be double spaced
- Must meet the minimum length requirements (2 pages)

Research Paper requirements:

- MLA format
- Must have 1-inch margins
- Must have appropriate header
- Must be Times New Roman font
- Must be 12 pt font
- Must be double spaced
- Works Cited page correctly formatted
- 4 or more acceptable sources
- Must meet the minimum length requirements (5 – 7 pages)

Rubrics for writings can be found at www.cossaschools.org

Project Forms

Proposal for Senior Project

Directions: To receive approval for your project, type out this proposal sheet clearly and completely.

1. Describe what you would like to do for you Senior Project:

2. Detail your previous exposure or related experience to this project:

3. List 3 specific learning goals for this project below. Be specific and clear about how these learning goals relate to this project:

Goal #1: _____

Goal #2: _____

Goal #3: _____

4. How could you find out more (“how to”, materials, experts, etc.) about the kind of work/project you plan to do?

Proposal for Senior Project

5. Give a TIMELINE for when major steps will occur. Make your best estimate.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

6. What, in the end, should you be able to demonstrate or summarize when you finished with your project?

7. Complete the Action Plan to be included with this Proposal.

Senior Seminar Teacher

Date

Mentor or Parent Signature

Date

Student

Date

Action Plan (to be turned in with Proposal)

What? What needs to be done? Set goal deadlines for project.	Who? Who needs to be involved?	Time Who much time is needed?	Cost What will it cost?	Place a check in this box when completed.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Continue on additional pages if necessary

Mentor Agreement

Mentors must:

- Have five years or more of professional experience in your field of choice. Family members or relatives must have same qualifications and must be pre-approved.

Mentors should:

- Assist the student in formulating his/her project proposal, action plan, and mentor agreement form. Provide guidance on the project. The Senior Seminar teacher will determine whether or not the project meets the criteria but the mentor will help to determine the form the project takes and any necessary steps to complete the project.
- Be a resource for the student.
- Coach the student with inspiration and enthusiasm. Guide the student through the necessary steps of the project, allowing them to do their own work.
- Be available to the student when needed. Students may need help completing the Proposal and Action plans. They will ask you to complete the Mentor Agreement below and the Mentor Evaluation when the project is completed.

Mentor Agreement

I hereby agree to be a mentor for _____
(Student's Name)

Senior Project Topic: _____

1. I realize that my position is primary one of advising and giving technical assistance when needed and when appropriate.
2. I am aware that it is not my responsibility to "do" the project or to continually mentor the student to see that the project is completed.
3. I understand the student may not take undue risk or be put in harm's way at any time during the completion of this project.
4. I will complete a written evaluation of the student's work at the conclusion of the project.

Mentor's Name: _____

Address: _____

Phone: _____

Email: _____

Mentor Signature: _____

Parent Approval

As the parent/guardian of _____ (name of student), I am aware that he/she is engaged in completing a Senior Project as part of the graduation requirements for COSSA Academy.

I know that my student has proposed the following project:

_____, and I understand that it is my responsibility to ensure that my student does not take unnecessary risk and is not placed in harm's way at any time during the completion of this activity. Furthermore, I am aware that my son/daughter has chosen _____ (name of mentor), to be his/her mentor. I fully understand the requirements for the Senior Project. I am aware that the supervision of any activity undertaken outside of the school for the purpose of the Senior Project will be my responsibility, and I will not hold the School District liable in any way for the health and safety of my child during the completion of this project. If I have any questions or concerns, I will contact my student's instructor, **Mrs. Frahm**, at 208-482-6074, ext. 225.

Parent/Guardian Name: _____

Address: _____

Phone: _____

Email: _____

Parent/Guardian Signature: _____

Time Log – Job Shadow/Project

You must show a minimum of 10 hours and develop a detailed description of time spent job shadowing in your field of choice and/or working on your project. Each description must provide a precise breakdown of time and energy spent in the field. (Example: 1:35 – 3:05).
(Make additional copies of this log as necessary.)

<i>Description of work:</i>	<i>Time spent:</i>
<i>Description of work:</i>	<i>Time spent:</i>
<i>Description of work:</i>	<i>Time spent:</i>

Practice Presentation Form

This will be done in front of your advisory teacher and advisory students. Make enough copies of this form for every member of your audience.

Your name: _____ Faculty Member: _____

The formal presentation made to the panel is 7 – 10 minutes in length. The practice presentation must be at least 7 minutes long. You must do the introduction and conclusion and must present the majority of the presentation during the practice. Give your best effort, as the teacher and students will be giving you feedback about your final presentation based off of this practice.

Student: _____

Presentation topic: _____

1. Did the presentation meet the length requirement? (7 – 10 minutes)? Yes No
2. Did the presenter provide a visual aide? Yes No

Trait	Advanced	Proficient	Basic
Used appropriate volume			
Communicated ideas clearly			
Presentation was organized			
Showed evidence of learning			
Answered questions thoughtfully			

Passed: Yes No **If no, why?**

Comments:

Observer Signature

Date

Senior Practice Presentation Rubric

Presenter: _____ Date: _____

Project: _____

Professionalism (attire, voice, manner of presenter)	4	3	2	1	0
Introduction and general statement about project	4	3	2	1	0
Explanation of why this topic was selected	4	3	2	1	0
Explanation of the three learning goals for this project	4	3	2	1	0
Explanation of mentor and mentor's qualifications	4	3	2	1	0
Explanation of how learning goals were/were not met (obstacles, overcoming obstacles, unexpected or enlightening elements)	4	3	2	1	0
Explanation of the presenter's satisfaction with his/her project.	4	3	2	1	0
Explanation of the "learning" beyond the project (meeting deadlines, scheduling time, taking responsibility, working independently and with a mentor)	4	3	2	1	0
Explanation of how this project/experience has prepared the student for career	4	3	2	1	0
Explanation of future plans (college, work, trade school, etc.)	4	3	2	1	0
Total points (40 points possible)					

4 = Exceptional

3 = Very Good

2 = Acceptable

1 = Unacceptable

0 = No information presented

Length of practice presentation: _____

Evaluator's Name _____

Evaluator's Signature _____

Personal Data Section

For recommendation letters

Full Name: _____

Parent/Guardian: _____

Mailing Address: _____

Classes and Grades

Cumulative GPA _____ Credit Earned _____

Current classes and grades _____

Other Information

(On another sheet of paper please answer the following questions)

Plans after high school

Purpose of this recommendation

Skills you have

Accomplishments

Activities

Any other information that would be helpful in completing a recommendation letter.

Student Self-Evaluation Form

Student Name: _____ Date: _____

Project: _____ Mentor Name: _____

List below each goal approved in your project proposal. If you have changed or modified these goals, please indicate how you changed them and why.

Goal #1 _____

Did you achieve this learning goal? Yes <input type="checkbox"/> No <input type="checkbox"/> Progressing <input type="checkbox"/>	How satisfied are you with this accomplishment? 1 2 3 4 5
Explain:	
What was most difficult? _____	
How will you apply what you learned? _____	

Goal #2 _____

Did you achieve this learning goal? Yes <input type="checkbox"/> No <input type="checkbox"/> Progressing <input type="checkbox"/>	How satisfied are you with this accomplishment? 1 2 3 4 5
Explain:	
What was most difficult? _____	
How will you apply what you learned? _____	

Goal #3 _____

Did you achieve this learning goal? Yes <input type="checkbox"/> No <input type="checkbox"/> Progressing <input type="checkbox"/>	How satisfied are you with this accomplishment? 1 2 3 4 5
Explain:	
What was most difficult? _____	
How will you apply what you learned? _____	

Student Self-Evaluation Form

Answer the following questions for your self-evaluation. Include two or more specific examples from your project that support your answer.

1. What are the strengths of your final project/product?

2. What do you feel could have been improved in your final project/product?

3. What was the most challenging part of your project/product?

4. What was the most rewarding part of your project/product?

5. How will you apply what you have learned to your future education, career, hobby, or business endeavors?

6. What new skills did you develop or improve as part of the project/product?

Mentor Evaluation

Student Name: _____ Date: _____

Project: _____ Mentor Name: _____

1. How often did you meet with the student:

2. Did you observe and evaluate his/her Senior Project learning? Explain.

3. To your knowledge, did the student engage in a minimum of 16 hours of learning activities?

4. Are you convinced that the student accomplished a significant amount of learning? Explain.

5. Did you observe the learning goals being met? (The student should fill in the learning goals from their approved project proposal.)

Goal #1: _____ Yes No Progressing

Goal #2: _____ Yes No Progressing

Goal #3: _____ Yes No Progressing

6. Rate how satisfied you are with the student's learning: 1 2 3 4 5

7. Please add any additional comments that you have:

Mentor Signature

Fundraising Participation Form

Fundraiser project: _____

Project organizer: _____

Fundraiser project goals: _____

Individual learning goal: _____

Individual responsibility: _____

Deadlines		
Responsibilities (What did you do?)	Deadline	Completed

 Project leader signature

 Student signature

 Date

Reflection Paper Guide

Once you have finished your senior project, you must write a one to two page reflection paper in proper MLA format.

Purpose: To reflect on what you experienced during the entire senior project process.

Length: 1 to 2 double spaced pages, Times New Roman 12 point font, 1" margins, no extra spaces.

Point of View: First person (I, my, me, we, us, etc.)

In your reflection paper, you must answer the following questions:

What did you learn?

What were your expectations for your project?

What was your physical project if you had one?

What did you learn on your project/job shadow?

What obstacles did you encounter-how did you overcome them?

What went well?

What went wrong?

If you did this again, what would you do differently?

Sentence Starters (to give you a little help):

During my senior project, I learned _____.

During my job shadow experience, I learned _____.

One obstacle I overcame was _____.

Turn this essay into Mrs. Frahm, Room 107 when you have finished. Bring checklist in for grade and signature. Put into your portfolio.



Senior Project Survey

Please fill out this survey so we can improve the senior project for future classes. Answer the questions honestly and thoroughly. Return this survey to your Senior Seminar teacher after completion of your presentation to the panel and interview.

1. Each year we update the process of conducting senior projects. In your opinion, how can the senior projects be improved?-

2. Were the provided materials for the project beneficial to you? Explain.

3. On a scale of 1 – 10, how well do you think the senior projects went this quarter? _____

4. What did you observe that went well with all senior projects?

5. What did you observe that did not go well with all the senior projects?

6. Please share anything else that would be helpful to future seniors completing their senior projects.
