

Prop up a Poster and Pass?

Quality Assurance for Senior Projects



**National Career Pathways Network
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**RANDOLPH COUNTY SCHOOLS
SENIOR PROJECT**

Role of the Student

1. Select a Mentor to guide and assist you with the project if you did not do so in your junior year. The mentor must sign the *Mentor Agreement Form*.
2. Complete the *Project Proposal* and secure the approval of your Mentor (signature).
3. Make entries on a *Mentor Consultation Log* concerning meetings with your Mentor. The mentor must verify each meeting with a signature.
4. Document on the *Project Log* the time spent working on the project, product, and presentation.
5. Submit all documents on time as assigned by the English teacher or Senior Project Coordinator.
6. Organize in a portfolio all required materials listed on the Portfolio Checklist.
7. Prepare an oral presentation and present to a panel of three judges.
8. Write thank you notes to mentor within five days after the oral presentation.
9. You must present your project in the semester in which you take Senior English. If you do not present your project or if you fail the presentation within the semester taking Senior English, you will have another opportunity to present on an assigned day *after* graduation day. Therefore, you will not be permitted to participate in the graduation ceremony. Upon successful completion of the senior project on the assigned makeup day, then you will receive a diploma.

Catastrophic Situation: This relates only to missing the scheduled day of presentation. Legitimate reasons for postponement: 1) Medical with doctor's order and 2) Death in immediate family. If you present a legitimate reason for postponement within two days of returning to school, it is your responsibility to notify the principal who in turn will contact the county Senior Project Coordinator to schedule a makeup date. The makeup date will be within 5 school days of your return.

SENIOR CONTRACT

I understand that successful completion of the Senior Project, as described above, is necessary to fulfill graduation requirements.

Senior

Date

Parent/Guardian

Date

**RANDOLPH COUNTY SCHOOLS
SENIOR PROJECT CHECKLIST
Senior Year**

Name: _____

Topic: _____

Assignment	Due Date	Date In
Role of the Student/Senior Contract Signed		
Project Design Planner		
Product Design Planner		
Senior Project proposal Signed		
Mentor Consultation Forms Completed and Signed		
Documented Product Log		
Physical Product Self-Evaluation		
Portfolio Complete according to Checklist		
Presentation Plan Form		
Presentation Rehearsal		
Presentation		
Thank You Notes to Mentor and others		
Other as required by English Teacher		

FAQ'S ABOUT SENIOR PROJECTS

1. Why do I have to do this?

The Senior Project is a graduation requirement for all students in Randolph County schools. A grade of Pass or Fail appears on your transcript.

2. What happens if I don't do the research paper in Junior English?

County Policy states that the research paper component of the Senior Project will be completed in the junior year. If you do not complete the paper in Junior English, you will have an "Incomplete" in that class. Since WVEIS does not accept incomplete grades, you will receive an E on your report card and transcript. You will not be allowed to take Senior English until you have completed the paper for Junior English.

3. Do the research paper and project have to relate to my career major?

No, although they certainly can relate if you want.

4. Why do I need a mentor when I already know how to do my project?

If you already know how to do something, it's not acceptable as a Senior Project. Meetings with your mentor are required. You should think again about what you plan to do.

5. Can my parent be a mentor?

Yes, according to County Policy. However, your parent should be an expert in the area you explore. You will have to justify your mentor choice.

6. What exactly *is* a project?

A project is a series of related activities completed over a period of time. It is not an activity, which is a one-time thing. It's like the difference between a CD (project) and a single song (activity).

7. So, what is a product?

The product is the proof or evidence of what you have accomplished in doing the project. The product is tangible: it can be seen, heard, touched, tasted.

8. What is a presentation?

You will give a speech to three judges, explaining what you did for the project, what you learned, and what you have to show as a product. You must relate the project and product to your paper. Remember, your goal is not to teach what's in your paper. Your goal is to impress the judges with the amount of preparation, depth of learning, and quality of product.

9. I have Senior English first semester, but I don't want to do my project until spring. What happens?

If you do not have a compelling reason for a postponement of your presentation, approved by the Senior Project Coordinator, you will receive an E for Senior Project. The E will appear on your permanent transcript. In addition, you will NOT

participate in the graduation ceremony. You will need to present the project *after* graduation and pass it; then you will receive your diploma.

10. Do I have to do a Power Point for my presentation?

No, unless your English teacher requires it as part of your class grade. However, a Power Point is recommended for a professional-quality presentation.

11. Can a PowerPoint, a poster, a video, or a brochure be a product?

Be careful if you try to use these as products. If you plan to put information from the research paper in a PowerPoint, brochure, or poster, forget it! The judges are experts in their field. Your goal is not to teach what's in your paper.

You can use these as products if you do this:

display evidence of what you did for the project, including pictures, survey results, etc.

or

you actually share the product with a group(s) as part of your project (e.g. place brochures at the Chamber of Commerce). You must have shared the product *in advance* of your presentation!

12. Who will be my judges?

The Senior Project Coordinator will assign three judges to hear your presentation. They will be teachers and other professionals qualified in your topic area.

13. How do I get a grade?

Your Junior English teacher will grade the research paper. The panel of three judges will grade the project presentation and the product. The three grades are averaged. You will receive notice from the Coordinator of your letter grade average. A grade of Pass or Fail will appear on your transcript.

14. What if I fail?

You will receive an E for Senior Project. The E will appear on your permanent transcript.

In addition, you will NOT participate in the graduation ceremony. You will need to correct the weaknesses in your project, presentation, or product. If you present the project on the scheduled day *after* graduation and pass it, then you will receive your diploma.

If you fail the second time, you will not graduate. You will have to return the next year to present on a scheduled Senior Project Day.

WHAT IS A PROJECT?

A project is more than an activity. An activity is a one-time thing; a project is a series of related activities completed over a period of time.

Think of it this way:

An activity is like a single song; a project is like an entire CD full of a variety of songs.

An activity is like a short story, read in one setting; a project is like a novel, read over a period of days or weeks.

An activity is like one photo; a project is like an entire photo album.

WHAT IS A PRODUCT?

The product is the proof or evidence of what your project has accomplished. It is something tangible: you can see, hear, touch, taste, or hear the result.

WHAT IS A PRESENTATION?

In the oral presentation, you explain what you did for the project, how you accomplished it, and what you learned from it. You show or demonstrate your product as proof of what the project accomplished.

PROJECT DESIGN PLANNER

This design planner will help you through key questions you will want to address in planning a meaningful senior project.

1. What is the central problem or “essential question” addressed by the project?

(Ex: How does a musician produce a CD? What can we do to control the deer population? Why do teenagers resort to extreme dieting?)

2. What series of activities * can I do to solve the problem or answer the question?

(Ex: Interview a musician who has produced a CD. Work in the field with a mentor at the DNR. Prepare a survey of questions on teen eating habits.)

** One activity is not a project!*

3. What questions will I ask my mentor in helping me develop this project?

(Ex: How can I relate a project to my research paper? What can I do to have a “real world” experience? How much time will this take? What kind of product can I have?)

4. Will I spend at least 40 hours* in completing this project and product? If not, how will I complete a meaningful project?

*Senior Project = ½ credit. ½ credit = 60 hours of class time.
Paper = 20 hours; Project and Product = 40 hours
Total = 60 hours you should spend to earn this ½ credit for graduation.

5. How is this project the kind of work (paid or volunteer) that someone would complete in the world beyond school?

6. How will this project benefit the school, community, or some other group?

PRODUCT DESIGN PLANNER

This design planner will help you through key questions you will want to address in creating a meaningful product.

1. What knowledge, skills, and talents do I have right now which will help me to create/build/perform/demonstrate what I learned from my project?

(Ex: I can play guitar. I go deer hunting yearly. I have a cousin who is anorexic.)

****If your answer is “everything” or “I already know how to do this” then think again! The project/product must stretch your abilities, skills, and talents beyond what you already know how to do!***

2. What is the connection between the research paper and the product?

3. What can I build, create, produce, or demonstrate to the judges to show what I learned by doing the project?

(Ex: A CD of my own original songs. A booklet I presented to the local NRA about hunting to control deer population. A lesson plan I presented to a middle school health class about eating disorder, with photos of my teaching.)

****Product must tangible, not just a speech!***

4. How much time will it take to complete the product? How will I prove how much time I spent?

5. What will I present to the judges that they don't already know? *

** The judges will be professionals in their fields. Don't waste their time by trying to "teach" them what they already know. They want to know something new: what you did and what you learned!*

6. In what way(s) will the product continue to be useful after the presentation?

SENIOR PROJECT PROPOSAL
For

Student Name

In the world beyond school, professionals or even volunteers who have an idea for a project must prepare a proposal, either formal or informal. This proposal for your senior project will be your “sales pitch” for what you want to accomplish. The proposal will help your parents, your mentor, and your English teacher determine if your project is worth pursuing. It will help you to plan ahead and present a quality product. You will feel much more confident if you know you are on the right track early in the process.

Refer to your completed Project Design and Product Design Planners as you complete this form.

1. SPECIFIC PROJECT TOPIC: _____
2. Explain why you chose this topic. _____

3. How does this project topic relate to your research paper? _____

4. Give details of the steps you will take to complete the project.

5. Explain exactly what product you will create/demonstrate to prove what you have learned from doing the project. _____

I approve this proposal for a meaningful Senior Project which will stretch the student’s abilities, skills, and talents beyond those he/she has already mastered.

_____ Parent Signature	_____ Date
_____ Mentor Signature	_____ Date
_____ English Teacher Signature	_____ Date

*** The Senior Project Coordinator may verify any signatures.**

Mentor Request Form Due in the Junior Year

Name _____ I.D. Number _____
Last, First, Middle Initial

English Teacher: _____

Project Topic: _____

Guidelines:

Please *keep in mind* as you choose a mentor for your Senior Project that it is necessary to have a *teacher or a person who is knowledgeable* in your career area. Teachers may refuse to take more than five students.

Your Mentor will be working with you in all parts of Senior Project: research paper, project, product, and presentation.

Mentors *must be at least 21 years of age* and may be business people, relatives, or acquaintances who can contribute to your project. Choose someone who is willing to meet with you as needed. Remember, the mentor should be able to assist you whenever you need help.

Mentor Selection	
Name: Address: Phone:	<u>Explain why this person will be able to help you with every aspect of the senior project.</u>
Mentor Agreement	
I agree to serve as senior project mentor for the student named above during his/her junior and senior years. I agree to assist this student with topic selection, research for the junior paper, planning and implementation of a meaningful project, and completion of a product and oral presentation in the senior year.	
_____ Mentor Signature	_____ Date

Please return this form to _____ by _____.
English Teacher Date

Mentor Consultation Form

Use this form to document at least three meetings with your mentor.

Name _____ I.D. Number _____
Last, First, Middle Initial

Mentor _____ English Teacher _____

Meeting #1:

Date of Meeting: _____ Amount of Time Spent with Mentor: _____

Activity/Items Discussed: _____

Suggestions/Goals for Next Meeting: _____

I have met with the student named above for the purpose of discussing his/her Senior Project.

Signature of Mentor

Date

Meeting #2

Date of Meeting: _____ Amount of Time Spent with Mentor: _____

Activity/Items Discussed: _____

Suggestions/Goals for Next Meeting: _____

I have met with the student named above for the purpose of discussing his/her Senior Project.

Signature of Mentor

Date

Meeting #3

Date of Meeting: _____ Amount of Time Spent with Mentor: _____

Activity/Items Discussed: _____

Suggestions/Goals for Next Meeting: _____

I have met with the student named above for the purpose of discussing his/her Senior Project.

Signature of Mentor

Date

PHYSICAL PRODUCT SELF-EVALUATION
(This completed form must be included in your portfolio.)

Name: _____ Date: _____

1. In at least 25 words describe your product.

2. Fill in blanks:

- A. Estimated total hours spent on project: _____
B. Estimated total steps involved in your product: _____
C. Date started: _____
Date completed: _____
D. List materials used: _____

- E. List every kind of resource, putting a check by all the people who could potentially help future seniors: (Attach an additional sheet if necessary)

3. Circle Yes-No-NA (Not Applicable)

- | | | | |
|---|-----|----|----|
| A. Did the community resource person you interviewed help? | Yes | No | NA |
| B. Have you asked for advice/comments about your product from other people? | Yes | No | NA |
| C. Did you utilize task analysis and time management principles? | Yes | No | NA |
| D. Have you ever done this type of product area before? | Yes | No | NA |
| E. Would you recommend your product area for future seniors? | Yes | No | NA |

If yes, explain:

If no, explain:

4. A. List three things you now know after completing this entire product.

1.

2.

3.

B. List all personal satisfactions or knowledge you gained from this product experience.

1.

2.

3.

C. Describe what risk you took in completing this project. Consider not only a physical risk, but an emotional or intellectual challenge.

5. A. List problems you encountered.

1.

2.

3.

B. How did you handle these problems?

C. Will you be willing to have your paper, product, and evaluation form on file as a model for next year's students? Explain why or why not.


D. If given the opportunity, what would you do differently now that you speak from experience?

E. Beyond the product itself, what did you learn about yourself?

F. What grade would you give yourself for your product? Explain the evaluation of your grade in at least 25 words. **My grade:** _____

Explanation:

PORTFOLIO CHECKLIST

	<u>ITEM</u>
	Cover Page
	This Completed Checklist
	Research Paper
	Research Paper Score Sheet
	Signed Project Proposal
	Completed Project Design Planner
	Completed Product Design Planner
	Signed and Completed Mentor Consultation Forms
	Documented Project Log
	Physical Product Self-Evaluation
	PowerPoint Handout (if applicable)
	Interviews, Letters, E-mails, Other Supporting Documents (as applicable)
	Photographs, Other Evidence of Work Completed (as applicable)

SENIOR PROJECT PRESENTATION EVALUATION FORM

Student's Name: _____ I.D. No. _____

Project Title: _____ Date: _____

Starting Time: _____ Finishing Time: _____ Total Time _____

- The oral presentation should reveal what the senior accomplished and learned by completing the project.**
- If you cannot evaluate because no project is evident, check here!**

AREA 1: CONTENT

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. Main ideas and points supported by accurate and appropriate details <i>about the project</i> | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Application of Learning (listen for self-discovery clues such as "I learned," "I plan to use this knowledge," or "I never Knew") | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Organization (introduction, with attention getter, transitions and conclusion) | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Shows relationship between research paper and <i>project</i> | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Balanced Content (not too much on research paper or too much on <i>project</i> - within 5-10 minute limit) | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. Language Usage (appropriate word choice, style) | 5 | 4 | 3 | 2 | 1 | 0 |

TOTAL POINTS: CONTENT _____

AREA II: DELIVERY

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. Effective Speech Techniques (eye contact, poise, posture, rate /volume of voice, gestures) | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Dress/Appearance (professional)..... | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Audio and/or Visual Aids | 5 | 4 | 3 | 2 | 1 | 0 |

TOTAL POINTS: DELIVERY _____

AREA III: QUESTION AND ANSWER PERIOD

Judge's questions (write at least one question)

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. Impromptu skills (how fluently, confidently and easily does the student answer, knowledge and information) | 5 | 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|---|---|

TOTAL POINTS: QUESTION PERIOD _____

TOTAL POINTS AREAS I – III _____ $\div 10 =$ final presentation grade _____

Evaluator Signature: _____

Student's Name: _____ I.D. No. _____

SENIOR PRODUCT EVALUATION

Criteria	5 Superior	4 Good	3 Average	2 Fair	1 Poor	0 Not Acceptable
1. Evidence of planning and endeavor to complete or fully explore possibilities. (<i>consider both product and documents in portfolio</i>)						
2. Effort/Time expended (<i>see portfolio for documentation</i>)						
3. Evidence of learning						
4. Degree of difficulty, variety, number of components						
5. How much did this product stretch the student's abilities?						
6. Portfolio is complete, neat, well-organized.						
7. Productive meetings with mentor documented (<i>see portfolio</i>)						

Total points _____ ÷ 7 = final product grade

Grade Scale for Presentation and Product

Range	Grade
4.6 – 5.0 =	A Pass
3.6 – 4.5 =	B Pass
2.5 – 3.5 =	C Pass
1.0 - 2.4 =	D Pass
< 1.0 =	F Fail

Evaluator Signature:

Demographics

- Elkins High = 924
- Tygarts Valley High = 323
- Harman High = 68
- Pickens High = 18



Evolution of Senior Project

- ✓ Graduation requirement = $\frac{1}{2}$ credit
- ✓ Part of Work-Based Learning board policy
- ✓ Twelve semesters of presentations completed
- ✓ Work on project may also count toward work-based learning graduation requirement

Problems

- Attitude of faculty and students
- English teachers = bearers of paperwork burden
- Lack of definition of “project”
- Variations in evaluation from panel to panel
- Judges reluctant to fail any senior

What *is* a **Senior Project** ?

A project is more than an activity.

An activity is a one-time thing.

A project is a series of related activities completed over a period of time.

Activity

or

Project?

Single song

Complete CD

Short Story

Novel

News Article

Newspaper

Photo

Photo Album

Components of Senior Project

- A research paper
- A project
- A product
- An oral presentation

Research Paper

- Topic will lead to project and product
- Recommended topic in career major
- Follows proper MLA format
- 3-10 pages - pending approval from the teacher
- Completed in junior year English class
- I-Search paper for special education classes

Important

- Research paper must be completed in the junior year.
- Research paper must be completed before going on to Senior English.
- Research paper is 1/3 of Senior Project grade.
- Paper, product, presentation grades averaged = pass/fail on transcript for Senior Project.

Who will Help?

- **Mentor** - Use as Resource
- **English Teacher** –
 - Assist and grade term paper
 - Assist in preparation for presentation

Who can be a Mentor?

A Mentor must be

- at least 21 years of age.
- available to help.
- knowledgeable about the topic.
- willing to verify all work.

Project Completed in Senior Year

- **Complete a Project**
- **Create a Product**
- **Develop a Portfolio**
- **Give an Oral Presentation**

Important

- Seniors must present in semester scheduled for Senior English.
- Failing project = E on transcript.
- Anyone not passing will not participate in graduation ceremony.
- Makeup presentation will be after graduation unless an excuse for illness or death in family is accepted.
- Parent and student sign acknowledgement.
- $(\text{Paper} + \text{Project} + \text{Product}) \div 3 = \text{Pass/Fail}$

Projects involve Action

- **Create fire safety & prevention lessons for children.**
- **Paint a mural for the walls at school**
- **Raise funds to purchase wigs for cancer patients**
- **Design a web page for a business or an organization**
- **Write and direct a play**
- **Record original music**
- **Restore a car**

Stretch-ability

- **Landscape a yard**
- **Conduct a workshop for Chamber of Commerce**
- **Breed small or large animal**
- **Construct drainage system for a baseball field**
- **Organize a hunting expedition**
- **Design and sew a prom gown**
- **Construct a bridge**

Create a Product

- Product *proves* the work for the project.
- Product *proves* the learning from the project.
- Product is something you make or produce to show the judges.
 - Video
 - Photograph Display
 - Physical Product
 - PowerPoint
 - Demonstration

How Much Time?

½ Credit = approximately 60 hours

Paper = 20 hours

Project and Product = 40 hours

Can you do a *significant* project/product
in less time?

Portfolio

- Research paper
- Mentor Consultation Form
- Time/Work Logs
- Other Required Forms

Presentation

- Slideshow/Video/Display
- A demonstration
- 5-10 minutes in length
- Show the product
- Present to a panel of three judges

*The product should be useful
after the presentation!*

Benefits to Students

- A sense of accomplishment
- Research and writing skills
- Communication skills
- Contribution to community
- Preparation for postsecondary education
- Preparation for the workplace

Community Involvement

- **Community members as mentors**
- **Community volunteers as judges**
- **Student presenters for local organizations**
- **Local newspaper and TV coverage**
- **Service-based projects**

Solutions through Evolution

- Realization that Senior Project is here to stay.
- Research and presentation lessons correlate with state content standards.
- The term project is well-defined and accepted.
- Evaluation criteria better defined.
- Judges do not tolerate substandard projects.
- Students know they cannot just prop up a poster and pass!

Complete handbooks may be
downloaded!

Visit

<http://boe.rand.k12.wv.us/>

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Randolph Technical Center

Click Jr. and Sr. Handbooks (in gold box)

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Choose which handbook you want!