

**Rochester Area High School
2023 - 2024 Senior Project**

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Senior Project Coordinators

Important Dates

- Senior Project Proposal, Parent Permission, and Mentor Forms Due – Friday, September 22nd, 2023

- Senior meetings with Mentors must be independently scheduled and documented:

**At least 5 meetings documented

**Email communication is acceptable

- Senior Project Portfolio Submission first draft Due- Friday March 1st, 2024

***At least 25 of the 40 hours should be completed by this time, along with the CPR certification, and Post Secondary Planning.**

- Senior Project Oral Presentation and Submission of Portfolio Due- Friday April 26th, 2024

Rochester Area School District Graduation Project Credit

As per the Rochester Area High School Handbook:

“All students will be required to complete a graduation project with a passing grade to graduate from Rochester Area High School....The students must follow the guidelines set forth by the coordinating teachers and administration in order to meet all requirements for completing the project....Senior students cannot walk if they have not met all requirements for graduation...including the successful completion of a Senior Project.”

The different categories (binder, presentation, hours) of the Senior Project must receive a Pass grade. The student must fix errors according to the rubrics provided so that the project meets requirements. If the student does not **meet all requirements and complete any section of the project by the due date, then he or she will not walk at graduation.**

Specific Requirements for Written Documents

Thank you Notes:

*Write at least two thank you notes (copies are placed in binder) to anyone involved in helping you with your project (mentor, person in charge at the volunteer site, person you interviewed, etc.)

Up-to-Date Resume

Final Reflection/Process Analysis Paper:

- 3-4 pages in length
- The paper must discuss the following: everything you did from beginning of project to end, why you chose the project, what you learned, and results/conclusions from your experience. Community service hours will also focus on who benefitted from student work and what students would do differently. Job shadowing hours will also focus on student interest in their job shadowing field, including why they would or wouldn't pursue that particular field. Students may also include how they can apply skills and information learned to their future plans.

Senior Project Portfolio:

- All materials should be placed into a portfolio following the order of documents on the Final Portfolio Checklist
- If mistakes are found after submission, students must fix errors and return to the coordinator for a passing grade.
 - *First check: Friday March 1st, 2024. Students will turn in their binders to the senior project coordinators for the first check. Students with multiple errors or incomplete/missing work will receive correction notes and a letter may be sent home to parents, advising them of student progress. Students should work with their mentors to correct errors and complete all sections.
 - *Binder Due Date/Second check: Friday April 26th, 2024. Binders will be collected at presentations and the senior project coordinators will complete the second binder check. A passing senior binder includes the following:
 - ✓ All parts of the senior project completed
 - ✓ Binder completed with **3** or fewer written errors
 - ✓ A passing score on senior presentation
 - *Third check: Friday May 17th, 2024. If a student needs to make corrections to their binder, they have two weeks to make any corrections and return the binder to a senior project coordinator. Fourth check: If students do not pass their senior project after the third check, students must meet with Mr. Damon to discuss new requirements. Seniors who do NOT complete their senior project will NOT be permitted to participate

in school or extracurricular activities (prom, sports, attendance rewards etc)

- Students may personalize their binder to put an individualized touch on this project
- Written portions should follow MLA guidelines as evidenced on the Written Documents Rubric

Presentation Visual Aid:

- No minimum amount of photos or slides required if using PowerPoint/Google Slides/Keynote
- Confidentiality is a must - the supervisor at the site must be notified of any photographs taken there
- Be sure any words or phrases do not have grammar or spelling errors
- Visual aid must provide photographic evidence that the student completed the hours required for the project. Display people, duties, locations, preparation, etc. that were a part of the senior project experience.

Project Proposal Form

Student Name:

Mentor Name:

Senior Project Choice:

Proposal:

Student Signature

Mentor Signature

Senior Project Coordinator Signature

Senior Project Parent Permission Form

Name of Student: _____

Name of Parent/Guardian: _____

Phone Number & Email: _____

I have read and I understand the requirements for the Rochester Area High School Senior Project. I also understand my son/daughter needs to successfully complete ALL parts of the Senior Project in order to graduate. I further realize that the Rochester School District has the right to reject any incomplete, inappropriate, or illegal projects.

I approve of my son/daughter's choice of a Senior Project (check below):

___ **Job Shadow**

___ **Community Service**

Signature of Parent/Guardian & Date

Total Hours & Mentor Signature

Public Speaking Opportunity

Every senior must participate in a public speaking opportunity that involves him or her speaking in front of a small or large group. This provides preparation for future speaking situations and builds confidence in this skill. When you determine the public speaking experience you are going to participate in, fill out this form. You must record the date of your experience, what time the event took place, the location, a brief explanation, and provide a signature (non-parental) of a supervisor who observed and approved of your speaking performance, confirming that you spoke for at least 5 minutes (required). Below is a list of acceptable public speaking opportunities.

- ❖ **A.M./P.M. announcements at school for one week**
- ❖ **Class speech or presentation**
- ❖ **Team captain announcement at a pep rally**
- ❖ **Leading a club or team meeting**
- ❖ **Present your senior project to the School Board**
- ❖ **Announcements, greeting, or reading at church**
- ❖ **A part in the play or musical with spoken lines**

Name: _____

Date: _____

Time: _____

Location: _____

Explanation: _____

I certify that the student spoke for at least 5 minutes during his/her experience.

Supervisor's Signature & Date

Presentation Practice Rubric

Present in front of your mentor or another teacher at least one week before your final presentation.

<i>Categories</i>	Meets Requirements	Incomplete
<i>Preparedness</i>	Student is completely prepared and has obviously rehearsed.	Student does not seem at all prepared to present.
<i>Time-Limit</i>	5-10 minutes long	Under 5 or over 10
<i>Posture and Eye Contact</i>	Stands up straight, looks relaxed and confident. Establishes eye contact with everyone in the room during the presentation.	Slouches and/or does not look at people during the presentation.
<i>Volume</i>	Volume is loud enough to be heard by all audience members throughout the presentation.	Volume often too soft to be heard by all audience members.
<i>Visual Aid</i>	Student uses technology/visual aid to validate the project and enhance the oral portion of it.	The student does not use technology/visual aid to validate the project and enhance the oral presentation.

Student Name: _____

Mentor or Faculty Signature:

General Rubric for Written Documents

	MEETS REQUIREMENTS	INCOMPLETE	Date	Mentor	SPC
<i>Format</i>	The student adheres to the formatting requirements: 12 Point, Times New Roman Font, double space, and 1 Inch Margins (top, bottom, left, right).	The student does not meet 1 or more of these formatting requirements.			
<i>Conventions</i>	The student's writing does not include errors in mechanics and usage and sentence completeness.	The student's writing does have convention errors.			
<i>Content</i>	The student's writing includes information and details specific to the topic and ideas are fully developed.	The student's writing does not include information and details specific to the topic and ideas are not fully developed.			

<i>Style</i>	The student's writing includes precise language, effective word choice, and a variety of sentence structures.	The student does not use precise language, effective word choice, and a variety of sentence structures.			
<i>Heading</i>	The student's written documents all include a heading that follows MLA style and pagination.	The student's written documents do not include an appropriate heading and/or pagination.			

Final Portfolio Checklist

Documents	Student Initials	Mentor Initials	SPC Initials
Title Page: Name, Project Choice, Mentor's Name, and the Date			
Resume and 2 Professional Letters of Recommendation			
Photocopies of the two Thank You Notes			
Project Proposal Form			
Parent Permission Form			
Mentor Form with Meeting Log			
Volunteer Log: Job Shadowing or Community Service			
Post Secondary Planning School Forms Military Forms Workforce Forms			
Speaking Opportunity			
Final Reflection Paper 3-4 Pages typed			

Oral Presentation Practice Rubric			
Final Portfolio Checklist			
Professional Appearance of the Portfolio			
Completed CPR Training			