

Rochester Area High School

2020



2021

Senior Project

Ms. Gennifer Gaskins

Mrs. Caryn Morrow

Senior Project Coordinators

Important Dates

- Senior Project Proposal, Parent Permission, and Mentor Forms Due – Friday September 18, 2020
- Senior meetings with Mentors must be independently scheduled and documented monthly
 - **At least 5 meetings documented
 - **Email communication is acceptable
- Senior Project Portfolio Submission **first draft**
Due- Friday February 19, 2021
- Senior Project Oral Presentation and Submission of Portfolio Due- Friday April 16, 2021

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 of the Senior Project must receive a Pass grade. The student must fix ALL 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.**

**The Senior Project Coordinators reserve the right to monitor the progress of each student.*



Student Guidelines & Recommendations for Job Shadowing, Community Service, or Community Service Project

1. Call ahead to schedule the day and time you are going to job shadow/community service.
2. Arrive on time.
3. Introduce yourself politely and shake hands.
4. Do not cancel unless there is an emergency.
5. Dress appropriately - ask person in charge about appropriate attire.
6. Be respectful and behave appropriately.
7. Follow all rules.
8. Conduct an interview
9. Be sure person in charge signs off on volunteer hours and provides a contact number.
10. Send a "Thank you note."

***Job Shadowing and Community service should be in the community, outside of the school day.**

***A phone number and/or email must be provided from the community service supervisor. These individuals will be contacted to ensure validity.**

Job Shadow or Community Service Host

Hours must be performed outside of the regular school day. Hours cannot be completed before a student is a junior. Ideas for including students during their hours on the job site or the community service site:

- Work/Service Day-** Go about regular day activities and explain duties to the student
- People skills-** Show student proper ways to initiate/carry conversation (including over the phone) with co-workers, authority figures, and/or customers
- Technology skills-** Explain any computer skills needed
- Equipment-** Explain and show students how to use important equipment
- Attend meetings-** If possible, have student attend a meeting and take notes with questions afterwards
- Special skills-** Explain special skills needed for job or service
- Student feedback-** Ask student if he/she has any questions or comments

If the Job Shadow or Community Service Host has any questions or concerns, he or she may contact one of the senior project coordinators or high school principal.

Rochester Area School District Telephone number: 724-775-7500

High School Principal:

Mr. Michael Damon- email: damonm@rasd.org Extension 1820

Senior Project Coordinators:

Ms. Gennifer Gaskins – gaskinsg@rasd.org Extension 1928

Mrs. Caryn Morrow – morrow@rasd.org Extension 1912

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, student must fix errors and return to the coordinator for a passing grade.
 - First check: Friday February 19, 2021. 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 16, 2021. 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 April 30, 2021. If a student needs to make corrections to their binder, they have one week 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.

Mentor Responsibilities

As a mentor, please review the following responsibilities that are required. It is important that you have the time to meet with your mentee and check through his or her final portfolio before turning it into the senior project coordinators. Please be aware that completing the senior project is solely the student's responsibility. As a mentor, you are there to ensure your mentee's progress and to provide guidance throughout the year as you meet together. All forms described below are included in the senior project.

- ❖ **Mentor Log:** Your mentee should meet with you on a regular basis (at least 5 times minimum) until the senior project is due. These meetings may be in person, over the phone, or through email or text. Please inform your mentee of the most convenient way for him or her to contact you. It is the student's responsibility to make sure they are contacting you regularly. Every time you have a meeting, the students should record it in his or her "Mentor Log" and have you sign off on the meeting in the "Mentor Initials" column. ***There must be a minimum of 5 documented meetings recorded in the mentor log.

- ❖ **Signature Requirements:** Many of the senior project documents require your signature or initials to prove that the student has completed it correctly and thoroughly. Please be sure to sign and/or initial and date those forms on the lines provided after you check them.

- ❖ **Final Portfolio Checklist:** When your mentee is finished with his or her project, check over the entire portfolio thoroughly before the due date and initial all parts that exist in the Mentor column. Use the "Final Portfolio Checklist" and the "Written Documents Rubric" provided in the senior project to make sure all the documents are included and completed correctly; there is a column for mentor's initials. The student should place the documents in order according to that checklist. Also, set up a time when your mentee can practice his or her presentation for you - a practice rubric is included for you to fill out and sign.

Mentor Form and Meeting Log

Student Name

Students are required to meet with their mentors to discuss the project. Students must have a minimum of five (5) meetings documented. During these meetings, mentors will provide guidance, assistance, and advice and track student progress; he/she will sign-off on all documents that require a signature, as well as view the final Project Portfolio ensuring that it is successfully completed.

I am the mentor for:

Student's Name

Mentor's Signature

Date

Date	Method of contact	Senior Project topic/area discussed	Mentor Initials

Rochester Area High School

Student Name:

Mentor Name:

Senior Project Choice:

Please provide a specific statement that describes the student's plan for completing the hours of community service and/or job shadow hours and the expected outcome.

Proposal:

Signatures Required:

Mentor

Date

Senior project coordinator

Date

Provide a name and phone number of contact person verifying student hours

Senior Project Parent Permission Form

Name of Student

Name of Parent/Guardian

Telephone: (*Home*)

(*Cell*)

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 box below):

Job Shadow

Community Service

Signature of Parent/Guardian

Date

Total Hours

Final Signature of supervisor

Name of Student:

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 one-paragraph explanation, and provide a signature (non-parental) of a supervisor who observed and approved of your speaking performance. The supervisor must also check the box 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

Speaking Opportunity Confirmation

Name: _____

Date:

Time:

Location:

Explanation:

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

Supervisor's Signature

Date

Oral Presentation Practice Rubric

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

Student Name:

Mentor or Faculty Signature:

<i>Categories</i>	Meets Requirements	Incomplete
<i>Preparedness</i> MR NY	Student is completely prepared and has obviously rehearsed.	Student does not seem at all prepared to present.
<i>Time-Limit</i> MR NY	Presentation is 5+ minutes long. Start Time: :	Presentation is less than 5 minutes. End Time: :
<i>Posture and Eye Contact</i> MR NY	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> MR NY	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> MR NY	Student uses technology/visual aid to validate the project and enhance the oral portion of it. *Please note: Any text in the visual must adhere to the conventions of language as described in the written documents rubric.	The student does not use technology/visual aid to validate the project and enhance the oral presentation. <i>or</i> The student does use technology/visual aid, but the text contains grammatical errors.

Time Length of Presentation: _____

Oral Presentation Rubric

Student Name _____

*Write the number in the score column for each category that the student earned, and then record the total score

Categories	4	3	2	1-0	Score
Attire	Business attire, very professional (as if attending a job interview).	Business attire but slightly less than professional (khakis or dress pants with plain V-neck or collared shirt).	Casual business attire; wore sneakers with outfit; clothes somewhat wrinkled or did not fit properly.	Casual attire not appropriate for interview (jeans, t-shirt, shorts, large prints or logos, flip flops; sloppy appearance).	
Preparedness	Student is completely prepared and has obviously rehearsed.	Student seems somewhat prepared but might have needed a few more rehearsals.	The student is slightly prepared, but it is clear that rehearsal was lacking.	Student does not seem at all prepared to present.	
Time-Limit	Presentation is 5-10 minutes long.	Presentation is less than 5 min long, but more than 4 minutes and 30 seconds OR more than 10 min long, but less than 10 min and 30 seconds.	Presentation is close to 4 min long or close to 11 min long.	Presentation is 3 minutes or less OR 12 minutes or more.	
Posture and Eye Contact	Stands up straight, looks confident. Establishes consistent eye contact with audience during the presentation.	Stands up straight most of the time and establishes eye contact with audience most of the time during the presentation.	Sometimes stands up straight and establishes some eye contact.	Slouches and/or does not establish eye contact during the presentation.	
Volume	Volume is loud enough to be heard by all audience members throughout the presentation.	Volume is loud enough to be heard by all audience members at least 80% of the time.	Volume is loud enough to be heard by all audience members at least 60% of the time.	Volume often too soft to be heard by all audience members.	
Visual Aid	Visual Aid displays effort & creativity; pictures and notes validate the presentation. No	Visual Aid pictures and notes validate and enhance the presentation. Some grammar/spelling mistakes.	Visual Aid only somewhat validates and enhances the presentation. Distracting	Visual Aid is not finished or does not validate the presentation. Careless grammar/spelling errors	

	grammar/spelling mistakes.		grammar/spelling errors are present.	throughout presentation.	
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Presentation Time: _____ : _____
 Min. Sec.

Total Score: _____/24

***Students must score 17 or above to pass overall.**

General Rubric for Written Documents

Student Name: _____

<i>Categories</i>	MEETS REQUIREMENTS	INCOMPLETE	Date ✓	Mentor ✓	SPC ✓
<i>Format</i> MR NY	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> MR NY	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> MR NY	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> MR NY	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.			

<p><i>Heading</i></p> <p>MR NY</p>	<p>The student's written documents all include a heading that follows MLA style and pagination.</p>	<p>The student's written documents do not include an appropriate heading and/or pagination.</p>			
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Final Portfolio Checklist



Student Name: _____

Documents	Student Initials	Mentor Initials	SPC Initials
<p style="text-align: center;">Title Page: Name, Project Choice, Mentor's Name, and the Date</p>			
<p style="text-align: center;">Resume and 2 Professional Letters of Recommendation</p>			
<p style="text-align: center;">Photocopies of the two Thank You Notes</p>			
<p style="text-align: center;">Project Proposal Form</p>			
<p style="text-align: center;">Parent Permission Form</p>			

Mentor Form with Meeting Log			
Volunteer Log: Job Shadowing or Community Service			
Student completed 3 Senior Seminars			
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			

All documents within the portfolio should follow the order detailed in the checklist above.