

The Senior Project Guide Book



Class of 2024

**All Senior Project documentation/forms can be found on the
Hustisford School District website**

Approved 4/24/2023

Hustisford High School Senior Project

Vision:

Throughout the development of the Senior Project, students will demonstrate their initiative, responsibility, organizational skills, community involvement, vocational, intellectual, creative and academic abilities.

Goals:

The senior project will provide:

- An opportunity to explore career aspirations, give back to the community, or promote volunteerism
- A self-directed, active learning experience completed by all students earning a Hustisford High School diploma
- An opportunity to display a student's unique skills, talents and abilities to staff and community members
- An activity or task that encourages students to apply themselves in an environment outside of their usual school or family interactions

Scoring:

- A minimum of 75 points is needed to pass
- If the score is not met, a second presentation will be required in front of the Board of Education

Senior Project Timeline

Research/Planning

May 4 – October 17

- Research student interests
- Plan potential projects
- Choose a faculty member/advisor
- Get project proposal feedback from Advisor or Principal
- Create a timeline for project completion

Proposal Approved

Timeframe of approvals are
May 22, 2023 to
October 17, 2023

- Early approvals are encouraged if you want to work on it over the summer
- Project proposal must be approved and signed by: student, parent, faculty member/advisor, supervisor and principal
- Senior project documentation sheet completed
- Turn-in proposal and documentation sheets prior to deadline
- Begin/complete the project

Portfolio Review

Your portfolio is due to your Advisor two weeks prior to your presentation

- Assemble your portfolio
- Submit portfolio to advisor for review
- November 21 (if presenting 12/6/23)
- April 10 (if presenting 4/24/24)

Presentations

December 6, 2023
April 24, 2024

- Develop an outline of your presentation
- Practice your presentation several times
- Select a date and time for your presentation
- Arrive 30 minutes before your scheduled time
- Dress for Success
- Presentation must be 7-12 minutes in length
- Demonstrate and/or explain the effectiveness and purpose of your project
- Invite friends and family to attend
- Early grad students must present on December 6, 2023

Picking a Project

Senior Project Examples:

Creative Architectural Project

Video/Film Project

Volunteer Work at Day Care
Center or Hospital

Job Shadowing with a Career
Research Component

Computer Animation/Construction
or Design Project

Fund-Raising/Awareness-Raising project

Musical or Dramatic Composition

Restoration or Construction of a Vehicle

Dance Production and Dance Instruction

Outside Art Portfolio

Sports Medicine Internship

Nature Project

Restoration Project (Home, Community, etc.)

Research/Work in Wildlife Management

Community Government Project

Woodworking Project

Law Enforcement Project

Developing a Newspaper

Internship in Field or Work Interest

Fashion Design

Science Research/Project

Coordinate a Youth Camp

Independent Research Projects

Livestock/Crop Management

All costs associated with the project are the responsibility of the student. Students are responsible for requesting use of facilities where necessary.

All aspects of your project must occur outside of school time.

***This includes proposal, supervisor authorization form/parent signatures, hours, and hour log.

Past Projects Completed

- Organize a Sports Camp for Younger Players
- Elementary Grades Summer School Aide
- Build an Electric Guitar
- Head Coach for Youth Sports
- Create a Music C.D.
- Learn to Fly an Airplane
- Mission Trip to Another Country or State
- Woodworking Projects
- Tearing Down & Reconstructing a Shed
- Develop an Art Portfolio
- Work with Students with Disabilities
- Organize and Run a Tournament as a Fund-Raiser
- Rebuild/Refurbish an Automobile
- Volunteer to Tutor/Read at Child Care Center
- Build a Shed or Building
- Work in the Big Brother/Big Sister Program
- Build Wood Duck Houses for Installation in a Nature Area
- Coordinate Jazz/Blues Festival for Hurricane Aid to Victims
- Work With Children in a Program at the H.S.
- Remodel a Kitchen, Bathroom or Basement
- Volunteer at County Humane Society
- Suicide Awareness & Prevention Campaign
- Make Christmas Stockings or Hold a Toy Drive to Give to Children
- Train and Show Horses
- Elementary Aide or Private English Tutor
- Reassembling an Engine for a Car
- Wrote, Directed and Performed a Non-School Musical or Dramatic Production
- Fix up a 1997 GMC Jimmy
- Produce a Vocal CD
- Design and Make Your Own Formal Dress
- Organize and Prepare a Benefit Dinner
- Build Cribs for Families in Need
- Hold a Book Drive for a School or Library
- Tutor Spanish Speaking Students at Grade Schools
- Organize a Club or Student Organization:
Diversity, Canoeing, Cartoon, Paintball

Examples of Projects that are Not Acceptable:

- Picking up garbage by yourself in a park or neighborhood
- Any project built, created, developed or designed during the school day here at Hustisford
- Holding an event or tournament with no community service or charitable elements.
- Paint a room in your home
- Volunteer activities that require too little planning, training or organization
- Teach a skill or activity to someone you already know—not in a class like setting
- Ride-along with a police officer or any other job shadow that does not involve multiple aspects of career exploration and research.
- Participating as a manager, crew member or participant in any school sponsored Co-curricular activity
 - Work as an assistant at a camp coordinated by a high school coach
 - Assisting a parent or relative with a project that they are working on.
 - Merely participating to assist a function or activity cannot be “your project.”
 - Working at your current job.
 - A project that is already required for another organization, association, or club.

Senior Project Proposal

Name: _____

Project Title/Name: _____

Please **type** a description of your proposed project in well-written paragraph form **prior to beginning any work on your project**. It is important to use correct grammatical structure in your sentences and punctuation. Your proposal must be completed and turned in no later than **10/17/23**. After this date, loss of open campus privileges will occur until the proposal is turned in **and accepted** by the Senior Project Committee. A deduction of points will also apply for a late proposal.

Feel free to add to and attach additional pages as needed.

Summary of Proposed Project:

Goals: What goals do I hope to accomplish?

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Advisor Signature _____ Date _____

Principal's Signature _____ Date _____

Accepted _____

Rejected _____

SENIOR PROJECT DOCUMENTATION SHEET

Student and Parent/Guardian – Project Acknowledgement

- A. We (Student, Parent/Guardian) are aware that the Senior Project and its presentation are required to graduate and earn a diploma from Hustisford High School.
- B. We understand the Senior Project will require extraordinary effort that challenges a student's potential and models excellence for future seniors.
- C. We understand that selection of the Senior Project is made independently of the school staff and administration, but is subject to school approval.
- D. We understand that cancellations of the presentation may result in failure to graduate and/or participate in graduation ceremonies.
- E. We understand that academic dishonesty during the Senior Project will lead to both failure of the Senior Project and failure to graduate.
- F. I have reviewed the Senior Project Guidebook with my student.

Student's Signature

Date

Parent/Guardian Signature

Date

**PLEASE TURN IN THIS SIGNED DOCUMENT SHEET WITH
YOUR COMPLETED PROPOSAL BY OCTOBER 17.**

SUPERVISOR VERIFICATION SHEET

- **One copy of this sheet is required for each supervisor of your project**
- **Turn in this sheet with your proposal before 10/17/23**
- **Family members cannot be supervisors or sign off on hours**

I _____ agree to work with _____ on their Senior Project. I understand that my role is to help guide the student through the project and to be present during all _____ hours of project completion. I realize that I am expected to give an open and honest record of the student's hours. I recognize that the Senior Project will require extraordinary effort on the part of the student, and I will do my best to provide an experience that challenges the student's potential.

Supervisor Signature _____

Date: _____

Student Signature _____

Date: _____

**ANY DISHONESTY IN THE
COMPLETION AND REPORTING OF
HOURS WILL RESULT IN AN
AUTOMATIC FAILURE OF THE SENIOR
PROJECT**

Journal Entries

Complete a minimum of 10 journal entries. All journal entries must be a **minimum** of one paragraph long and typed for your portfolio.*

Each journal entry should include at least two of the suggestions below:

- Reflections on your experiences, the people you are interacting with, and the changes to your daily schedule.
- How is the experience affecting you? Is it impacting your relationship with others?
- Include your accomplishments and suggestions for your own personal change and improvement.
- Discuss your personal growth and insights about yourself resulting from your project.
- Write something for every experience.

Project Summary

- Create a half-page (or more) summary reflecting on the personal growth you have experienced by completing this project. (Ex. Did you meet your short-term goals during this project? Has this project provided you with any insight on your long term goals?)

Hour Log

- Create a document that includes all dates, times, and hours spent working on your project. Include a total for your hours on the hour log.
- This document must be signed & verified by each person who is a part of your documented hours; i.e. supervisor, interviewee, person you job shadowed. **This person(s) must be present during all of the completed 20 hours. The supervisor will be asked to verify this fact in a signed document to be turned in with the student proposal.**

Additional Portfolio Items

You may want to include some additional items to add to your portfolio.

- Research – All research will become part of your portfolio, but not part of your 20 hours.
 - ALL research must be pre-approved by the Senior Project Committee
 - Acceptable research: hands-on experiments, interviews with people in the field.
 - Unacceptable research: internet inquiries resulting in papers, multiple interviews on the same topic.

- Photographs, art samples, drawings, etc. documenting the progress of the project throughout the year.
- Any other written documentation you feel is pertinent to the project.

Senior Project Portfolio

You need three copies of your portfolio:

- Three copies of your completed portfolio must be turned into the office by 12:10 p.m. the day prior to your presentation date

Your portfolio must contain the following documentation:

- Cover Page
- Resume
- Proposal/Documentation Sheet/Supervisor Verification Sheet
- Journal Entries
- Project summary
- Any additional items
- Signed Hour Log
- Advisor Checklist

*Your writing skills are a reflection of your accomplishments here at Hustisford. Use proper English and proofreading skills as you prepare all of your documents for your Senior Project. Be sure to get your portfolio proofed by your advisor.

Outline for Presenting Senior Projects

- I. Greet Evaluators
- II. Introduce yourself
 - A. Name
 - B. Activities and interests in school
 - C. Expectations after graduation
- III. Introduce the Project
 - A. What project did you choose?
 - B. Why did you choose that project?
- IV. Explain your goals for the project
 - A. Short term
 - B. Long term
- V. Describe the steps taken to complete your project (Be specific)
- VI. Describe your feelings about your project now that it is finished
 - A. How has it helped you?
 - B. What have you learned because of the project?
 - C. Will you be doing anything with the project itself? (If applicable)
- VII. Question/Answer Session

Senior Project Evaluation Sheet

Name _____

Actual time: _____

Topic _____

Senior Project Committee Use:

EVIDENCE OF HOURS

A. Time spent actively engaged in project is a minimum of 20 hours Yes _____ No _____

PORTFOLIO

A. All required elements present - 5 points _____

PRESENTATION

A. Met 7 - 12 min. expectation - 5 points _____

TIMELINE

A. Proposal turned-in on-time - 5 points _____

B. Portfolio turned-in on-time to advisor - 5 points _____

C. Fulfilled Advisor Meetings - 5 points _____

D. Portfolio turn-in on-time to office - 5 points _____

Sub total _____

Senior Project Evaluator Use:

Write in the number representing your evaluation of the category corresponding to the appropriate score from the rubric.

YOU MAY USE THE SPACE AT THE BOTTOM TO EXPLAIN AND PROVIDE COMMENTS ON YOUR EVALUATION.

PORTFOLIO - 35 point maximum

A. Appropriate length of items - 10 points _____

B. Quality of journal entries - 10 points _____

C. Summary provides sufficient reflection on personal growth - 5 points _____

D. Evidence of quality work - 5 points (Typed/Grammar/Spelling) _____

E. Professional appearance of portfolio - 5 points _____

Sub total _____

PRESENTATION - 35 point maximum

A. Organized, ordered flow of presentation - 10 points _____

B. Described steps taken during project - 10 points _____

C. Visual aids (video, computer, photos, etc.) - 5 points _____

D. Able to answer panels' questions - 5 points _____

E. Dressed for Success - 5 points _____

Sub total _____

TOTAL POINTS EARNED _____

COMMENTS:

Advisor Checklist

Student Name _____

Circle One:

Proposal approved between May 22 & October 17, 2023

Yes No

Project Documentation Sheet Signature Page

Yes No

Supervisor Verification Sheet

Yes No

Completed portfolio turned in 2 weeks prior to presentation

Yes No

Met a minimum of three times with advisor throughout process
(suggested by November 17, January 26, and March 15)

1 2 3

_____ Portfolio contains all required documentation

_____ Cover page

_____ Resume

_____ Proposal/Documentation Sheet/Supervisor Verification Sheet

_____ Journal Entries

_____ Project Summary

_____ Signed and Totaled Hour Log

_____ Advisor Checklist (will be added once completed)

Advisor Signature

Date

The Cover Page

Includes:

- Your Name
- A picture of you or your project
- Project title

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## The Resume

**First and Last Name**  
**Address**  
**Email & Phone Number**

**GOAL:** (Goals after High School and College - Sentence Form)

### EDUCATION:

**Name of High School** – Address

Years Attended –Expected Graduation Date

- Important/Relevant classes taken

### WORK/VOLUNTEER EXPERIENCE: (Most Recent First)

**Name of Business** – Address

*June 2021 – Present*

- Description of Work You Did There – Use action verbs
- 

**Name of Business** – Address

*July 2018– December 2020*

- Description of Work You Did There – Use action verbs
- 

**Name of Business** – Address

*Summers 2016 & 2017*

- Description of Work You Did There – Use action verbs
- 

### SKILLS/ SPECIAL PROJECTS/ RELATED COURSES/ INTERESTS/ AWARDS/

**QUALIFICATIONS/ ACHIEVEMENTS:** (Only choose one of the words and list activities – use same format as above.

### REFERENCES

(At Least Three Entries - No Peers or Relatives - Make Sure You Have Asked Them First)

- Name
- Relationship To You
- Contact Number