

Senior Project Program Application-2019

The final proposal is due on *Friday, March 8th, 2019, by 3:00 p.m.*

Note: Please submit TWO copies of your proposal to the Senior Project Committee, one to your faculty advisor and make a fourth copy for yourself before submitting it.

Part 1: Detailed Project Information

This project is being submitted as (mark one): _____ a special project _____ a regular project. (Consult the Senior Project Rules and please see Mr. Amstutz in advance for the submission of a special project proposal.)

NAME _____ HOME PHONE _____
(including Area Code)

ADDRESS _____

CITY, STATE, ZIP _____

E-MAIL ADDRESS _____

CELL PHONE _____ (including Area Code)

Name of Faculty Advisor _____

Project Title and/or Major Subject Area _____

Name of On Site Supervisor _____ Phone _____

(including Area Code)

Sponsor's Title or Position _____

Sponsor's email _____

Location (company or institution) of project _____

Address _____

City, State, Zip _____

Attach a 2 page type written proposal including a paragraph explaining into which of the three acceptable categories your project fits (career exploration, community service, educational pursuit). Add any other information concerning your project which is not covered in the goals and activities. Include an explanation of any special circumstances involved in your project.

Signature of On Site Supervisor

- A. Will you be working with other students on your project? Yes No
List those students with whom you will be working:
- B. How long and in what capacity have you known your On Site Supervisor?
- C. Have you ever worked for this person or company before? Yes No
If so, when and in what capacity?
- D. Does either your mother, father, or another close relative own or manage this business?
Yes No
- E. Goals: Number and list your project goals. (at least 4 goals) Be specific; use infinitive form (to learn . . .).
- F. Activities: Number and list the specific activities (at least 6) in which you will be engaging;
use gerund form (observing surgery . . .).

H. Time Schedule: Indicate the hours you will be at your project each day. You must account for a minimum of six hours each day, excluding lunch. Your sponsor may reasonably expect you to work eight hours per day if other employees do so. Your project will not be accepted unless this time chart is completed. No more than 8 hours per day can be counted toward the total 60* required hours.

Week 1

Day of the Week	Day Start	Day Finish	Project Hrs./Day

Week 2

Day of the Week	Day Start	Day Finish	Project Hrs./Day

Signature of On Site Supervisor

PLEASE NOTE:

Students whose hours and locations may vary must do the following: (ex. Apprenticeship with the Lake County Captains)

1. Attach a separate sheet to this proposal giving a specific account of project hours and locations.
2. Agree, on a separate sheet, to submit to the advisor, on a weekly basis, a detailed schedule of activities and locations.
3. Agree, on a separate sheet, to contact the Senior Project Coordinator (Mr. Amstutz) or an appropriate committee member if there is to be any deviation from this schedule.

*TOTAL HOURS _____ (for 10 days)

*Total hours =60 hours minus hours excused for A.P. tests and reviews (Please consult the schedule of A.P. test and reviews to determine how many hours you should subtract.) Two other exceptions to this might involve students working 6th Grade Camp or attending Auburn Career Center. Please note that in your application letter if applicable.

- I. Please list any A.P. tests that you will be taking:

7 Steps for a Successful Senior Project

1. Find an On Site Supervisor.
2. Get all the signatures needed to complete the Senior Project Program Application
3. Submit the Senior Project Program Application and two typewritten pages explaining your proposal **by Friday, March 8th.**
4. You will hear from the Committee by Thursday, March 29th to learn if your proposal has been accepted, you have been asked to modify your proposal, or your proposal has been rejected.
5. **Communicate with your KHS faculty advisor at least twice a week.** (Submit a log at the end)
6. Acknowledge that **failure on Senior Project may deny your participation in graduation exercises.**
7. Attend the Senior Project Showcase on Friday, May 31st, from 7:30a.m. – 10:00a.m. in the KMS gym. (Set-up is at 7:30; Showcase is at 8:00).

Part 2: Required Signatures

A. Student Applicant

I agree

- to adhere to the schedule and objectives which I have set for myself.
- to make progress reports at the times and in the form designated by my faculty advisor.
- to follow all the guidelines and requirements (which I have read and understand) established for Senior Project, including rules governing the "Eligibility for Senior Project."

I understand

- that successful completion and acceptable reporting of the project are required for graduation.
- that the school may not be liable for any injuries that I may sustain as a result of this project.
- that I may be removed from project if I do not follow the guidelines.

Inappropriate student behavior or disciplinary consequences that occur during the Senior Project may disqualify the student from participating in graduation exercises in addition to removal from the Senior Project.

Signature of Student Applicant

B. Parent/Guardian

Please do not sign below unless the following is true: I have read the rationale, guidelines, and Project Proposal and have discussed them with my son/daughter. I realize that the school cannot directly supervise him/her and understand that the school may not be liable for any injuries that he/she may sustain as a result of this project. I understand that it is my son's/daughter's responsibility to inform me of any changes in the proposal made after my signature.

Inappropriate student behavior or disciplinary consequences that occur during the Senior Project may disqualify the student from participating in graduation exercises in addition to removal from the Senior Project.

Signature of Parent/Guardian

C. Faculty Advisor

I accept the responsibility as faculty advisor for this student if his/her project is accepted as proposed. I will expect regular progress reports from him/her during project; I will be willing to assist this student as needed before the project begins and during the project.

Signature of Faculty Advisor

D. On Site Supervisor

Please do not sign below unless the following is true: I have seen a copy of the rationale and guidelines for Senior Project at Kirtland High School, and the applicant has given me a copy of the Role of the On Site Supervisor. He/she has discussed with me the aims and objectives of Senior Project as it operates at KHS. We have discussed both the goals and our mutual expectations. I have read his/her proposed project. I approve it and will fulfill my obligations as outlined in the Role of the On Site Supervisor. Furthermore, I agree to supervise this student during the hours indicated and agree not to compensate this student in any way, now or in the future, for services rendered during project time.

I understand that the school is not liable for any injuries that he/she may sustain as a result of this project.

Signature of On Site Supervisor

E. Teachers

In the class column, list the courses you are taking. Have each of your teachers fill in your first semester grade and sign the appropriate columns.

Period	Class	First Semester Grade	Teacher Signature
1			
2			
3			
4			
5			
6			
7			

F. Coaches and Advisors of Extracurricular Activities

In the first column, list the sports/extracurricular activities in which you participate in May. In the second column, obtain the signature of the coach or advisor. **If you have no activities, please type "None" below "Activity."**

Activity

Signature of Coach/Advisor
