

**KHS 2019 SENIOR PROJECT “Rules” / APPLICATION PROCESS
“Getting Started”**

Senior Project is an opportunity for a senior to be involved in an educational activity outside of the normal school environment. It is designed to provide interested and able students the opportunity to work on meaningful independent study projects of their own selection and design. Seniors are encouraged to participate in an activity that will expand and increase their talents under the supervision of a Kirtland High School faculty advisor and an On Site Supervisor. The maximum amount of time spent on Senior Project is 8 hours a day, May 16th – May 30th. **(Note: School laptops will NOT be used for Project; They will be collected on/before May 14th)**

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 Friday, 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).

----- next steps-----

- _____ Read this entire project rules packet
- _____ Read and complete the entire application packet (the other packet accompanying this one)
- _____ Submit the complete application and any required revisions per the timeline (see p. 5)
- _____ Represent KHS, on site and at the Showcase, with the utmost HORNET pride! See sample thank you letter (p. 7) for your site supervisor.

Enjoy Senior Project!

KIRTLAND HIGH SCHOOL
SENIOR PROJECT PROGRAM DESCRIPTION

PURPOSE

The Senior Project Program, endorsed by the school administration and school board, is designed to provide interested and able students with the opportunity to work on **meaningful, independent study activities** of their own selection and design.

Students may not participate in the graduation ceremony if there are concerns raised by the faculty advisor, onsite supervisor, or KHS administration pertaining to the legitimacy/fulfillment of the project.

PROJECT DESIGN

Acceptable projects generally fall into three categories:

1. An internship **relevant to career objectives** which involves an evaluation going to sites and shadowing someone, receiving training, and be assigned tasks. A student cannot be paid during this internship.
2. An **involvement in a community problem** which encompasses defining the problem and its importance to the community's well being. This involvement includes developing a case study of the problem, including a service project with a goal of remediation of the problem and drawing conclusions about the value of the project together with implications for further study.
3. **An educational pursuit.** This project design needs to be carefully documented and pre-approved by the committee. The application for this design is due on **March 8th, 2019.**

SPECIAL PROJECT

A special project is defined as one that will require you to be away from your residence overnight. All Special Projects must be written up and approved by Mr. Amstutz or Mr. Paul by **March 8th, 2019.** All special projects require a meeting with the students, their parents/guardians and the principal.

GROUP PROJECT

Group projects will not be considered unless provisions have been made for constant onsite supervision. Students applying for such projects must submit individual proposals.

ELIGIBILITY/ACCEPTANCE CRITERIA

Seniors will be accepted into the program by the faculty committee on the basis of the written project proposal and the capabilities of the student to complete the proposal. The project proposal must be written in narrative form and show evidence of good organization and completeness.

Applicants should bear in mind that the proposal is an attempt to convince the committee of the worthiness of the project. It should be specific, realistic, and practical. It must be a minimum of two, typewritten pages. In addition, it should represent the student's best effort in terms of literary style, spelling, and grammar. Otherwise, it will be rejected, without review, by the committee. Do not hesitate to seek help from the advisor or other staff members in preparing the proposal.

1. There can be no signs or risk that a student will not meet all graduation requirements (**Jr. Internship, Service Hours, coursework, and fulfilled fee obligations**) by **April 26th**. Any outstanding requirements are to be reported to the administrators, who will seek resolution.
2. Auburn Career students may participate in Senior Project as long as they meet all eligibility requirements and the project is related to their program. The Auburn Career teacher must serve as the student's advisor.
3. Any student with absence or tardiness issues which resulted in school discipline, during senior year, may prohibit a student's acceptance to the program.
4. 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.
5. Inappropriate student behavior or disciplinary consequences that occur before the beginning of the Senior Project may disqualify the student from participating in the Senior Project.
6. Proposal forms will be available in the guidance office.
7. Your two-page, typewritten proposal is **due to Mrs. Sutliff in the guidance office on Friday, March 8th, 2019**. It should include the following:

Title of the project.

A basic statement of the goals of the proposal

A description of the proposal, including, when applicable:

- activities
- proposed visitations
- materials to be used
- a bibliography of books read (optimal)
- names of high school advisor and on-site On Site Supervisor
- special schedule due to AP, Auburn, or 6th Grade Camp, etc.

A timetable for completing the various phases of the project

Agreement (one sentence followed by your signature) that you will be present Friday, May 31st, from 7:30 a.m. – 10:00 a.m., to showcase your project (set up at 7:30 a.m.; viewing begins at 8:00 a.m.)

SENIOR PROJECT REQUIREMENTS

1. Attend every school day for a minimum of six (6) hours, excluding lunch, for the full Senior Project experience. Partial Senior Projects should spend a portion of the six (6) hours. If you are absent, call your On Site Supervisor and your faculty advisor. Unexcused absences could result in removal from the program and graduation.
2. **Communicate (electronically or otherwise) twice a week** with your faculty advisor. Set up a regular time in advance. Do not just “drop in.”
3. **PROJECT EVALUATION – PROJECT SHOWCASE**
All students will be required to attend a showcase of senior projects on Friday, May 31st from 7:30 a.m. – 10:00 a.m. in the KMS gym. The presentation must include a storyboard. Parents, students, staff and On Site Supervisors will be invited to attend.
4. **FACULTY ADVISOR**
Each student must have a qualified advisor from the staff of the Kirtland Schools. **A log of the communication with the faculty advisor is to be made available to Mr. Paul upon his request during or at the conclusion of the project.**
ON SITE SUPERVISOR
An On Site Supervisor will be needed at each site visited. That person will be the supervisor at the site. That person(s) cannot be a relative or employer.

TIMELINE

January 29	3 rd Period - Senior Project Orientation Meeting - Gym
March 1	Deadline to meet with faculty advisor to proof application/recommend revision
March 8	Interested seniors will be required to submit a proposal by this date. Included in the packet is a <i>Senior Project Program Application that must be signed by the appropriate people</i> and submitted as the cover page of your proposal. <u>No proposals will be accepted after this deadline</u> (unless prior arrangements made with an administrator) AND School laptops are not to be used for Project; they will be collected on or before May 14th
	The Senior Project Committee will begin to review all applications and make recommendations as to acceptance, modification, or rejection.
March 14	Guidance Counselors check transcripts for sufficient credits for graduation (end of third 9 weeks).
March 29	All students will be notified by Mr. Paul or Mrs. Prosuch of acceptance or denial of project
April 12	All revisions are due by noon.
April 19	Students will meet with Mr. Paul or Mrs. Prosuch to learn if <u>revised proposals</u> have been accepted, deferred pending modification, or rejected.
April 26	Grades, Paid Fees and Graduation Requirements Met/on track to Determine Eligibility*
May 14	Laptop Turn-In
May 15	Last full school day for Seniors
May 16	Students will begin their projects
May 30	Last day of on-site for Senior Project
May 31	Projects Showcase – (7:30 a.m set up). Showing is 8:00 – 10:00 a.m. KMS Gym

*Grades, fee collections and other requirements deemed in progress and approved by an administrator may be granted on a case-by case basis.

SENIOR PROJECT SIGN OUT SHEET

STUDENT NAME _____
(PLEASE PRINT)

Senior Project begins on Thursday, May 16th.

Seniors: Please do the following to secure your release from school. **On or before Wednesday, May 15th**, have each of your teachers sign this release form on the lines provided below to begin your project. **Unless completion of graduation requirements is unattainable, students will be permitted to participate in Senior Project.***

Teachers: Your signature confirms all books and materials have been returned and the student is on track to pass your class. Please fill in the final grade at this time. Your signature acknowledges they are finished with your class.

TEACHER SIGNATURE (Please sign legibly)**

Period	Teacher Signature	Class	Final Grade
1			
2			
3			
4			
5			
6			
7			
Online			

_____ 16 Hrs. Community Service Complete (Mrs. Sutliff)

_____ School Fees Paid (Mrs. George)

_____ Laptop & Charger Returned (Tech. Dept)

*Case-by-case determination by an administrator.

** If something is not complete, turned in, etc., please describe below:

THIS COMPLETED FORM MUST BE GIVEN TO GUIDANCE BY 3:00 P.M. ON WEDNESDAY, MAY 15th.

Your Address
Your City, State, Zip code
Current Date

Name of On Site Supervisor
Company
Company Address
City, State, Zip code

Dear Mr./Mrs./Ms.:

Thank you for giving me the opportunity to do my Senior Project with you. You provided me with many wonderful opportunities during these past nine weeks. *Elaborate on what made this so special for you.*

Because of this experience, I have...*list what you have gained by being able to leave school to participate in this program.*

I have enjoyed working with you. Thank you, again, for your help with Kirtland High School's Senior Project program.

Sincerely,

Your Full Name