

Sierra High School

Sierra Unified School District – Sean Osterberg - Principal

Senior Project 2021-2022



STUDENT HANDBOOK

My Advisor is ...

Mr./Ms. _____ will be my Advisor. I will meet with him/her on dates to be designated by the administration during the school year to make the initial contact, discuss progress and verify completion of my project.

Dear Sierra High Senior,

Life beyond high school is full of opportunity and challenges. The role of a quality education is to prepare you well enough so that you are ready to greet the opportunities and successfully meet any challenge you may choose. Beginning in elementary school you learn first to read so that in the upper grades you are able to use reading to learn about the world around you. Middle school marks a time when you begin to explore your own interests by selecting elective courses that appeal to you (of course, you continue to become more sophisticated in your academic knowledge). By the time you get to high school, preparation for the big wide world begins in earnest.

At Sierra High School we strive to prepare you so that you are able to achieve your dreams. It is our goal and our responsibility to provide opportunities for you to stretch your understanding of the world and have experiences that will provide insight into potential careers and life goals.

For some of you, college is certain to be the next step; others have their sights trained on trade schools or military service. One thing is certain, where ever you may find yourself - work and career will play some role in your future. We believe that the Senior Project will give you an opportunity to further explore and develop interests - those that have been tapped previously by hobbies or academic experiences as well as those that as yet have only been dreamed.

Many aspects of the Senior Project will mimic the world of work and career. You will select an area of interest to pursue. Once you have a topic you will conduct research in the area, develop a hands-on project, and in the end present your work to a panel of judges. Along the way your advisor will support you and you'll have a mentor to provide advice and technical assistance when you need it.

We hope the project will provide meaning and substance to your senior year and we are certain that the experience will be remembered and valued for a lifetime. It is up to you to dream big and reach far, and we'll be here to support you as you do.

*Melissa Ireland, Retired Superintendent
Co- Founder of the Senior Project*

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Chapter 1 - Introduction to Senior Project

An overview...

What is the Senior Project?

Senior Project at Sierra High School will provide you with the opportunity to apply the skills built through twelve years of school to a project which will challenge and reward you.

Senior Project consists of five parts: the Project, the Resume, the Research Paper, the Portfolio and the Presentation. You will be working on these throughout your Senior year.

This handbook will guide you through the process. It includes the information and forms you will need to complete the project and successfully graduate from Sierra High School.

The Project

The project is the core of the Senior Project experience. You will be choosing a project which extends your learning, challenges your abilities, and demonstrates proficiency in a selected area. The goal is to find something that you've never done before, but always wanted to do, or something that you have done before but want to take to a higher level, or something that fits with your after-graduation career goal.

For Example... A possible project for someone who might be interested in a career in advertising would be to design an effective, sustained advertising campaign for a local business—MORE than just a single poster or recording.

The Research Paper

After you've decided upon a project, you will need to know more about how to complete it. That's where the research paper comes in! Along with your Language Arts teachers, you will select a research paper topic which will help you to learn more about whatever it is you've decided to do.

The Portfolio

Since much of the work on your Senior Project will be done outside of class (20 hours minimum), you will want to keep accurate records of the time you devoted, how much money you spent, where you went, who you talked to, what you learned, and so on. The portfolio is simply a place to keep all of that information. Eventually, your portfolio will be examined by your Senior Project Advisor and graded for completeness and attention to detail.

The Presentation

Finally, just before graduating you will present your finished project to Senior Project Presentation Judges. You will make a formal presentation to a panel of judges including parents, teachers, and other community members. You will share with them your project and paper, the process you followed, what you learned along the way, and your personal growth as a result of your ambitious project. If you've chosen a project which really excited you and captured your interest, your enthusiasm will shine through to the Presentation Judges, your parents, and your friends. You will leave Sierra High with the pride that comes from facing a difficult challenge and overcoming it!

How will this affect my grade?

Senior Project takes place in your senior Language Arts class and Economics classes, classes that are REQUIRED for graduation. Various components of Senior Project are calculated as a percentage of your grade in each semester. All seniors must complete a Senior Project in order to graduate from Sierra High School.

- 1) Your Research Paper and all of the steps leading up to it will be graded in your Senior Language Arts class.
- 2) Your Resume will be graded in your Economics class, first or second semester.
- 3) Your Project and Presentation, and all of the steps leading up to them, will be judged and graded by a panel of community members and will appear as a separate grade on your second semester transcript that is calculated as part of your GPA.

The Senior Project is a Sierra High School graduation requirement. It not only impacts your Senior Language Arts and Economics grades, but failure to complete it will prevent you from participating in Senior graduation ceremonies and receiving a Sierra High School diploma. Completion of the Senior Project will be indicated on your transcript. You must satisfactorily complete all components of the Senior Project to be eligible for a Sierra High School diploma.

Any academic dishonesty by the student on any part of the project will result in the student failing the Senior Project and forfeiting graduation in June.

The Senior Project requires a high level of integrity in every phase of the project. All work that you present for your project must be your own. Any academic dishonesty on any part of the project will result in failing the Senior Project and forfeiting graduation in June.

Examples of Academic Dishonesty are:

Fabrication: Any intentional falsification or invention of evidence, data, citation or other authority on the project, portfolio, paper or presentation.

Unauthorized Collaboration: In the research paper this includes, but is not limited to, another person other than the student writing any portion of the paper. In the project this includes, but is not limited to, any other person producing work which the student must produce alone.

Plagiarism: Any intentional use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material and work of other students.

Consequences for Academic Dishonesty on the Senior Project will be:

1. Students suspected of academic dishonesty will be required to appear before the Senior Project Committee and demonstrate the originality of all Senior Project work.
2. Students must be prepared to provide evidence of originality for all phases of the project: a) demonstrating the stages involved in producing the project; b) demonstrating completion of the project; c) demonstrating a thorough understanding of the principles and processes involved in creating the project.
3. Students who commit academic dishonesty on any part of the project will fail the Senior Project.

Chapter 2 - The Project Phase

How to pick a project

You need to consider your choice of project very carefully.

Pre-planning

Think about all of the things you are interested in—things you would like to fix, do, learn, understand, see, improve, create, experience, or own. Brainstorm your ideas as they come to you; don't edit yourself at this point. If you're into sailing and want to sail solo to Hawaii, write it down. You can always eliminate ideas later if they turn out to be impractical or too expensive.

After brainstorming narrow your ideas down to three ideas which are "do-able" and prioritize them. In deciding whether or not a particular project idea will work, take into consideration whether or not research information is available and whether the project is one which you can financially afford to undertake, will take you *at least* twenty hours to complete, will maintain your interest for eight months, and will be approved by your parents. Also remember that in order to qualify as a Senior Project, your plan needs to be one which will stretch your abilities and challenge your limitations. You can't just rehash that old ninth grade Career Research project.

Minimum Requirements of the Project

Your project must...

- be a personal stretch and challenge,
- take a minimum of twenty hours outside of class time to complete,
- be approved by your parents and your Senior Project Advisor,
- be individual—no group or collaboration projects,
- and, last but not least, be legal!

Will your Project cost money?

For your project, you will be required to complete a Timeline/Budget Worksheet (See Appendices for a blank form) which will be approved by your Senior Project Advisor and be included in your Portfolio. Your Project might only cost your time, but if there are other costs such as travel expenses, explain where monies will come from and for what they will be used. Projects that exceed \$100.00 must have the signature of an adult who will be financially responsible for the monies involved in your Project.

Acceptable Paper Topics and Projects

ACCEPTABLE PROJECTS:

These sample projects reflect *Stretch and Challenge*. Sierra High School accepts only finished projects reflecting quality.

Research Paper Topics

- Children's Learning Styles
- Planning an effective advertising campaign
- The causes and effects of pollution on tide pools
- Down Syndrome
- Effective strategies for teaching reading
- Industry standards and E-coli bacteria
- Elizabethan drama: clothing and culture
- Prevention of alcohol abuse
- Effects of high-impact exercise

Related Projects

- Work as a teacher's aide for a semester, teach the lesson and document the problems
- Design an effective sustained advertising campaign for a product (more than a poster or recording)
- Learn to scuba dive
- Coach a Special Olympics participant
- Design a lesson and work as a teacher's aid for a first grade class
- Test and monitor E-coli bacteria in local groundwater
- Design and produce an authentic Elizabethan garment
- Design and implement a Red Ribbon campaign for an elementary school
- Develop and choreograph a low-impact exercise program and teach a class

UNACCEPTABLE PROJECTS: These projects will cause problems and are not acceptable for your Senior Project.

- Weather-dependent projects: landscaping a garden may be fun and productive, but what will you do when it rains every day from January to May? California weather is very unpredictable.
- Illegal activities: sorry, but running for most public offices is restricted to age 18 or older.
- Group or collaboration projects: you may be reliable, but your friends and colleagues may let you down. No collaboration or joint projects will be allowed.
- Unfinished work: we know you mean well when you say you will write a novel, but turning in three chapters is not quality, finished work and will not be accepted.
- No stretch or challenge: building a dog-house, painting a room, baby-sitting your nephew, taking pictures of your friends and family demonstrate no effort. This is your opportunity to take a risk and do something worthwhile for yourself or your community. *Unleash your potential!!*

MODEL OF PROJECT PROPOSAL

Formatting your Proposal in MLA

- In the upper left-hand corner of the first page, list your name, your advisor's name, the title of Senior Project, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.
- Double space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number.

Information to Include in Your Proposal

Include what it is you will do. Explain why you chose to do this project. What is your desired outcome or finished project? How will this affect you in the future? Who will be your mentor? Explain how this is a stretch for you and how it will help you push you above and beyond your current abilities.

MODEL OF PROJECT PROPOSAL

Joe Student

Mrs. Saude (put down your advisor)

Senior Project Proposal

October 10, 2021

Learning to Play the Banjo

Music has always been a passion of mine. I have had three years of piano lessons, I am currently a member of the concert choir, and I am a devoted fan of Zydeco and Dixieland music. Even though music is a major part of my life, I have never learned to play a stringed instrument, and that is why I have decided to learn to play the banjo. My uncle, who lives in Clovis, is an accomplished guitar/banjo musician, and he has agreed to loan me a banjo and give me lessons on Saturday mornings for the remainder of the year. Fortunately, I do know how to read music, so learning the banjo would not be an impossible task. However, it would be a stretch and challenge because my experience with musical instruments is limited to piano. My goal for my Senior Presentation in May is to play a complete song with the correct beat and cadence.

NOT ACCEPTABLE

I want to learn how to play the banjo but I don't know how. I can play piano and I can read music. My goal is to play a complete song for my Senior Presentation in May.

Verbal Presentation of the Proposal to Panel

Once you're convinced you've got some workable possibilities, you'll need to prepare for a verbal presentation in front of a panel of teachers and administrators. The Presentation of your proposal will take place in your economics or civics classes. The presentation should be 3-5 minutes. See the Student Senior Project Flow Chart for the date. Fill out the Proposal/Approval Form (see Appendices for a blank form). The Proposal/Approval Form **MUST** explain how your choice of project will be a stretch and challenge for you. Once agreement is reached and the form is signed, your project selection is final. We discourage any changes once you've chosen your project; however, if there are critical circumstances you may petition the Senior Project Committee up until November 16th to change topics.

NOTE: If the Panel is in any way uncertain about your project, they may ask you to revise and/or elaborate on it prior to its approval. The Panel will review the **Proposal/Approval Form** and either allow you to go ahead or not. The Panel's lead signature signifies his or her approval of your project.

Do I need my parents' permission?

Yes, regardless of your age, you must have parental permission for your Senior Project selection.

Parent Permission

It's not only important, but it's required that your parents know about Senior Project, what you're planning on doing, and how important it is to your graduation. We'd hate for there to be any surprises when June rolls around. Get your parents to sign-off on your project **BEFORE** you start to work on it. If your parents agree with your proposal, have one of them sign in the appropriate place on the bottom of the Proposal/Approval Form.

On-campus Advisor

Project Advisor

All seniors will be assigned a Senior Project Advisor. This person will discuss with you the practicality of your project and verify your progress. This person **WILL NOT** guide you through every step of the process—he or she is simply an on-campus resource for basic questions, general guidance, and project verification. You will be required to meet with your Advisor at least four times during the course of the year for a progress update. You will meet to 1) discuss and approve your plans for the Project, and 2) discuss your progress on your project, and 3) approve and grade your Portfolio. If your Portfolio has not been completed and verified prior to Senior Project Presentations, you will not be allowed to present it to the judges, and you will not be allowed to participate in graduation activities at Sierra High School. Your Advisor will sign the Proposal/Approval Form (see Appendices for a blank form) when your project is approved; you will be including this form in your portfolio.

Mentor

The Mentor

Your Mentor will be someone you choose from the community who will assist you with the completion of your project. Your Mentor should be someone you seek out because of his or her expertise in the field of your selected Senior Project. While in some rare circumstances this may be your parent or another relative, you are encouraged to find someone outside of your family and involve them in the excitement of your Project. Your Mentor is someone who can give you advice, answer specific questions, and verify the hours you commit to working on your Project; however, your Mentor does NOT have to be present whenever you work on your project. Think of him/her as a reference, a troubleshooter, a guide. Make sure you pick someone dependable on whom you can count to be there when you need help. Your Mentor cannot be the same person as your Advisor.

Your Mentor:

- must be an adult, 21 years or older,
- must be knowledgeable in the field you have chosen,
- will oversee 20 hours or more of your work on the project,
- will sign the Mentor Agreement Form (see Appendices for a blank form) detailing his or her role and responsibilities,
- will sign the Project Work Log (see Appendices for a blank form),
- cannot be your Senior Project Advisor.

Timeline/Budget Worksheet

Timeline/Budget Worksheet

Since you need to get an idea of how your time will be spent, you need to work out an estimated Timeline/Budget Worksheet (see Appendices for a blank form) for your Project. This will give you a clear idea of how many things you need to do and how long those things will take. It will also help your Advisor determine whether or not you are being realistic about your Project. The Timeline/Budget Worksheet will be due at your second meeting with your Advisor.

Sample Estimated Timeline/Budget

<u>To Do List</u>	<u>Estimated Time</u>	<u>Estimated Cost</u>
1. Contact Ms. Leighton to ask if she would be my Mentor	15 mins.	\$0
2. Create my Timeline/Budget for project, contact stores for prices	2 hours	\$0
3. Draw shed design and show Mom and Dad	4 hours	
Materials needed: drawing paper and T-Square		\$10.00
Magazines for ideas		\$20.00
4. Meet with Ms. Leighton to review plans	2 hours	
Trip to Fresno (gasoline and snack)		\$15.00
5. Revise plans and draw up lumber list (revise budget)	2 hours	\$0
6. Start to pour foundation for shed	3 hours	\$0

Project Work Log

As you are working on your project, you will be expected to keep a Project Work Log (see Appendices for a blank form). You should have a log entry for each time you do anything having to do with your project. Each log entry should begin with the date and end with the actual time (hours, minutes) spent on the project on that occasion. Include in your log not only a description of what you did, but a reflection on the successes and failures, frustrations and victories you met along the way. In other words, your log should be a record, not just of time and work done, but also of feelings, emotions, and reactions as well. A log entry could cover as little as a short phone call to arrange an interview, or as much as a day spent white water rafting on the Kings River (if such an activity is related to your project of course!) The log will help your Senior Presentation Judges to better evaluate your project, and will ultimately be included in your portfolio.

Sample Log

Date & Time	Activity & Commentary
Thursday, 2/1/22 1 ½ hours	<p>Activity: Went to Phoenix Print & Image Graphic Design on Laguna Blvd. to talk to Mr. Russell about designs for my poster advertising my project.</p> <p>Commentary: The cost for printing the poster was more than I had planned due to the size of the poster and the four colors I had planned to use. However, I don't want to compromise my design, and my parents have agreed to the additional cost. Mr. Warren explained that I could economize a little if I were to use two colors instead of the original four, so it's back to the drawing board!</p>
Saturday, 2/3/22 3 hours	<p>Re-designed posters so I would only use two colors in the printing.</p>
Monday, 2/5/22 1 hour	<p>Activity: Went back to Phoenix Print with my new poster designs. Mr. Warren liked my revisions and said this design would be more sophisticated.</p>
Total time this page: 2 ½ hours	<p>Commentary: I'm so glad I revised my design; it looks so much more stylish with the two colors.</p>

The final page of the Work Log has a place for your Mentor to verify your work. Please include it in your Portfolio.

Chapter 3- The Resume

Your Resume will be helpful for you as you leave Sierra High and start applying for jobs. We know that many of you will have to have either a part-time or full time job sometime in the near future. This important aspect will help you be prepared for that event in your life. You will be creating the Resume in your Economics class. Many of you completed a Resume in your freshman Language Arts class. If this is so, all you need do is update that important document. Be sure to include the recent contacts encountered during your Senior Project in the update. The next page has a sample of a resume. This document will be included in your Portfolio, something for you to reflect back upon after you complete your Project and see how far you've come. Your Advisor will verify that this document is in your Portfolio. Not only will you be impressed by what you've accomplished, but your Senior Project judges will be as well!

SAMPLE RESUME

JOAN CHIEFTAIN

33326 LODGE ROAD, TOLLHOUSE, CA 93667
PHONE 559-855-8311 • E-MAIL JCHIEFTAIN@HOTMAIL.COM

EDUCATION

2019 – 2022 June Graduation Sierra High School, Tollhouse CA

AWARDS RECEIVED

AVID Write Off Winner, 2020
Journalism Award, Valley Competition 2019
JV Basketball MVP, 2020

VOLUNTEER EXPERIENCE

Cross Age Tutor, 2019
Rotary Club, 2021-2022
Salvation Army - Christmas Donations Drive, 2019
Sierra High School Library – after school helper

WORK EXPERIENCE

2019 – Present Joan’s Child Care Tollhouse, CA
Child Care Provider

- Responsible for the care and supervision of children and pets in a variety of settings, including long-term and on-call situations.
-

2019 – Present Intermountain Nursery Prather, CA
On-Call Seasonal Gardener

- Work with professional gardeners during various times of the year to plant and maintain Nursery grounds.

Chapter 4- The Research Paper

Once you've gotten your project approved, it's time to start thinking about the research paper. You'll be getting some help from your Language Arts teacher.

The Research Paper Topic

After your first meeting with your Advisor, you will be given a copy of your signed Proposal /Approval Form. You will need to take this copy to your Language Arts teacher, so that he or she can help you select a topic which will complement your project. The process for selecting a topic will be outlined for you by that teacher. You don't want to spend weeks working on a paper which is of no use to you in completing your project or for which there is not enough information available.

The Research Paper

Writing a research paper should be nothing new to you. You'll use the same MLA format that you've used for all of your past Sierra High research papers. Just in case, on the off chance that you've forgotten the format, fear not. You'll find detailed guidelines for writing the research paper in *Write for College/A Student Handbook*, copies of which are in the library, Language Arts or Economics classrooms.

The requirements for the Research Paper will be outlined in your Language Arts class.

Chapter 5- The Portfolio and the Reflection

Your Senior Project Portfolio is simply a collection of all the forms, documentation, and evidence you've collected, neatly organized in a binder (not to exceed ½ inch in thickness). This portfolio will be graded by your Senior Project Advisor and will also be presented to your Presentation Judges—as evidence of how much effort you've put into Senior Project.

The Portfolio

Your Portfolio documents the entire Senior Project process, from start to finish. It justifies your stretch and challenge and lets the judges get to know a little about you and what you learned before they evaluate your Presentation. Since this is the first impression the judges will have of you and your Project, you want to make sure it's a good one and you want it to look professional. You know what they say about first impressions...

The Reflection

The Reflection, or thinking about your experiences, is the key to learning. As a way to help prepare you for the presentation, explain what you have learned and gained from this experience. How will this help you in the future? What did you learn about working with others, due dates, planning, making appointments with others, schedules, yourself?

The Reflection must be: one page, typed, double-spaced, and 12 point font. Use MLA format.

Minimum Requirements of the Portfolio

Your portfolio must be in a binder (not to exceed ½ inch thick). The binder must include the following information and must be in the order shown. A blank copy of each of these forms can be found in the Appendices. **There is a one point deduction for each day that the portfolio is late.**

- Cover Page MLA format and it must have a picture
- Typed Paragraph of proposed project
- Proposal/Approval Form
- Timeline/Budget Worksheet
- Mentor Agreement
- Project Work Log
- Resume
- Original Research Paper with Language Arts grade included
- Reflection
- Portfolio Evaluation Form

Chapter 6- The Presentation

Your Presentation is your opportunity to shine—to tell the world what you’ve accomplished!

The Presentation

The final activity for your Senior Project will be your Presentation. Your Judges will be parents, teachers, and community members. You should plan to be rehearsed and professional in your manner, dress, and appearance. You will have the opportunity to discuss and rehearse all of these elements in your Language Arts class.

Minimum Requirements of the Presentation

Your Presentation must...

- be eight-to-eleven minutes in length, with a four-to-five minute question and answer period afterward,
- include a visual and/or audio aid to provide physical evidence of your accomplishments; attempt to stretch yourself technologically,
- address not only the project and the research, but your stretch, challenge, and personal growth as well.

SPEAKING DIRECTIONS

Prepare an 8-11 minute speech which does the following:

- Captures the attention of the audience and introduces yourself and the purpose of your presentation
- Explains the process you went through to complete your project
- Addresses the stretch and challenge of your project
- Describes any problems encountered and detail the way you dealt with them
- Identifies concepts and/or skills you learned
- Establishes the connection between the research paper and the project
- Reflects on any changes that you would make if you were to do your project again
- Discusses ways that your educational experience at SHS prepared you for this project
- Concludes with either a statement of the value of the project or a speculation that brings the speech to a satisfying close

In addition to the preceding content elements, you must be aware of essential delivery components. Eye contact, body composure, vocal expression, volume, appearance, and an audio/visual aid are all important aspects of a successful presentation.

FINAL NOTES

- Video clips should be limited to 2 minutes.
- Presenters will be required to remain in their assigned classrooms until the day’s presentations are complete. Attendance will be restricted to judges, timekeepers and presenters. No family or friends may observe.
- Presentations must take place in the room assigned. If the student wants to show the judges something outside the room, it is not part of the presentation time nor should it affect the scoring.
- Students should be prepared to answer questions from the judges for approximately 4 minutes following the Presentation.
- One point will be deducted for *each minute* the speech is under 8 minutes; speeches will be halted after 11 minutes.

Appendices

Portfolio Cover Page Sample



Photography Project & Portfolio

By Joe Chieftain
Sierra High School
Presentation – May 2022

Proposal/Approval Form

Student Name (please print) _____ Date _____

Home Phone _____ Cell Phone _____

Student I.D. Number _____ E-mail _____

Title of Project _____

Description of Proposed Project: (include the steps you will take to complete your project) and attach your typed Proposal to this sheet.

After satisfactorily completing the approval of the Panel and the first meeting with my Senior Project Advisor at Sierra High School, I hereby agree to complete the above stated project in partial fulfillment of my Senior Project requirement. I understand that I will not be allowed to change my topic once it has been approved. I understand that I must also obtain my parents' or guardians' permission on this form before this agreement is valid.

Student Signature _____ Date _____

Panel Member's Signature _____ Date _____

Advisor's Signature _____ Date _____

NOTE: Following final approval, this signed form must be included in your Portfolio. You have made a commitment to complete this Project, and you will not be permitted to change the topic after the final approval.

PARENT PERMISSION

As a parent/guardian of _____, a senior at Sierra High School, I am aware that my son/daughter must participate in Senior Project activities. The various components of Senior Project will be factored into the grades for Language Arts class or Economics, courses required for graduation from Sierra High School. I further understand that failure to complete Senior Project, including a the Senior Project Presentation, will result in my son/daughter not graduating from Sierra High School, as well as the loss of participation in end-of-year Senior activities such as Senior Breakfast, Sober Grad Night, the Graduation Ceremony, etc. Failure to pass the Senior Language Arts class will also result in my son/daughter not graduating with his or her class. I further agree to allow Sierra High School the rights to use any video or audio recordings of my son's/daughter's presentation for future training purposes.

Projects that exceed \$100.00 must have the Timeline/Budget Worksheet signed by an adult who will be financially responsible for the monies involved in this project.

Parent/Guardian Signature: _____ DATE _____

Timeline/Budget Worksheet

Student Name _____

<u>To Do List</u>	<u>Estimated Timeline</u>	<u>Estimated Cost</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

TOTAL ESTIMATED COST

If the projected costs are \$100 or more, a parent signature is required.
I will assume the responsibility for the monies needed for this Senior Project.

Responsible Adult Signature _____ Date _____

Mentor Agreement

Student's Name _____

Mentor's Name _____

Mentor's Address _____

Mentor's Home Phone _____ Work Phone _____

Mentor's Relationship to student _____

Mentor's qualifications or expertise

I, the undersigned, have met with the above named student and have discussed his/her plans for the Senior Project at Sierra High School. I acknowledge that the student will work on his/her project over the course of this school year and that I will offer assistance in completing the project phase of Sierra High School's Senior Project during that time. I understand that I will be a resource and consultant for the student and will be asked to verify the student's progress and hours spent. I also understand that Senior Project is the sole responsibility of the student and that I am not to complete the project for the student. I understand that I will work with the student only by phone or on site at Sierra High School unless given permission by the parents of the student to meet off campus.

Mentor's Signature _____ Date _____

Thank you for your support of Sierra High School. You are cordially invited to participate as a judge of the Senior Project Presentation. The presentation phase of Senior Project takes place in May of each school year. If you are interested in being a judge, please contact Sierra High School and ask to speak to the Senior Project committee chairperson.

PARENT PERMISSION

The above named Mentor has agreed to the responsibilities outlined in the Mentor Agreement form and letter. I hereby DO DO NOT (check one) authorize my son/daughter to meet his/her Mentor off-campus for the purpose of working on Senior Project.

Parent/Guardian Signature _____

Student Signature _____

Project Work Log (use as many sheets as necessary)

Student Name _____ Date _____

Project Topic (title of project) _____

Mentor Signature*: _____ Telephone _____

***The Mentor Signature is to be done at the completion of the project along with the information from the Mentor at the bottom of the last Project Work Log page (see next page in this booklet).**

Date & Time	Activity & Commentary

Total time this page:

Mentor Letter (Optional - customize)

Students should deliver this letter, or a similar one, to their Mentor. Any questions regarding the Mentor's role may be addressed to Mrs. Saude, Senior Project Coordinator, at Sierra High School, phone 559-855-8311, ext. 230.

Dear Senior Project Mentor:

Seniors at Sierra High School are required to complete a Senior Project prior to graduating. Senior Project is comprised of four components: a project, a research paper, a portfolio, and a presentation. The purpose of Senior Project is to challenge students to expand their horizons, stretch and challenge their abilities, and showcase their achievements.

This fall they began the process by selecting a project and having it approved. Because they have chosen a project which will require them to take a topic further than they have ever done before, an essential component in their success is a Mentor – an adult who has experience or knowledge in the student's chosen field of study. Mentors may be community members, or business professionals who are willing to guide students through each phase to project completion. In this role, mentors are asked to assist, encourage, and support the student in completing the project, gaining information for a research paper, and planning the oral presentation. Mentors serve in an advisory capacity only. It is the student who is responsible for completing required work. Additionally, mentors assist in verifying the progress of a project at various checkpoints during the year.

A Senior Project Mentor's commitment of time will vary depending upon the complexity of the student's project. Since there is no specific amount of time that a student will be required to spend with his/her mentor, the mentor and student will establish a meeting schedule. Meetings between the mentor and the student must occur on the school campus or by phone, unless written permission is given by the student's parents to allow meetings off campus.

Thank you for taking the time to share your experience and expertise with our students. Senior Project depends upon the generosity of people like you.

Sincerely,

Sierra High School Senior Project Committee

Portfolio Evaluation Form

Student: Complete this section

Student Name _____ ID Number _____

Advisor _____ Project Topic _____

Place portfolio in this order:

	Date Due	Date Received	Points Earned
Cover Page, typed & contents in order	<u>April 19-22</u> _____	_____	_____ 1 point possible
Typed Proposal of Project	<u>October 11 - 15</u> _____	_____	_____ 1 point possible
Proposal/Approval Form (includes all signatures)	<u>October 11 - 15</u> _____	_____	_____ 1 point possible
Timeline/Budget Worksheet	<u>November 15-19</u> _____	_____	_____ 1 point possible
Mentor Agreement (includes all signatures)	<u>November 15-19</u> _____	_____	_____ 1 point possible
Project Work Log (20 hr. minimum + all signatures)	<u>April 19-22</u> _____	_____	_____ 1 to 10 points possible
Resume	<u>Due in Economics</u> _____	_____	_____ 1 point possible
Graded Research Paper (must be included)	<u>Due in Language Feb 7th</u> _____	_____	_____ 1 point possible
Reflection	<u>April 19-22</u> _____	_____	_____ 1 to 3 points possible
Portfolio Evaluation Form	<u>April 19-22</u> _____	_____	_____ 1 point possible
Student attended all four scheduled meetings throughout the year and turned in all paperwork on time			_____ 1 to 4 points possible
Total			_____ 25 points possible

One point deducted for each school day that portfolio is late. Late deductions - _____

Judge's Evaluation Form

Student Name _____

5= Excellent
 4 = Above Average
 3 = Average
 2 = Below Average
 1 = Poor

Circle number.
See RUBRIC for more information.

AREA I: CONTENT

1. Speech Introduction	5	4	3	2	1
Comments:					
2. Body of Speech	5	4	3	2	1
Comments:					
3. Speech Conclusion	5	4	3	2	1
Comments:					
4. Mentor's Qualifications	5	4	3	2	1
Comments:					
5. Learning process explained	5	4	3	2	1
Comments:					

AREA II: DELIVERY

1. Eye contact	5	4	3	2	1
Comments:					
2. Voice/vocal expression	5	4	3	2	1
Comments:					
3. Language	5	4	3	2	1
Comments:					
4. Dress/appearance	5				1
Comments:					
5. Audio and/or visual aids	5	4	3	2	1
Comments:					

AREA III: PROJECT

1. Evidence of stretch and challenge	10	9	8	7	6	5	4	3	2	1
Comments:										
2. Evidence of project process	10	9	8	7	6	5	4	3	2	1
Comments:										
3. Evidence of project fulfillment	10	9	8	7	6	5	4	3	2	1
Comments:										
4. Evidence of learning	10	9	8	7	6	5	4	3	2	1
Comments:										
5. Overall quality of the project	10	9	8	7	6	5	4	3	2	1
Comments:										

Comments:

JUDGES' EVALUATION RUBRIC AREA I: PRESENTATION CONTENT

1. Introduction: The student states the purpose of the presentation with attention-getting device at beginning.

Excellent - 5	Above Average - 4	Average - 3	Below Average - 2	Failing - 1
Purpose stated, plus attention-getter to begin presentation	The purpose was only implied, and minor attention-getter	Purpose was stated, but no attention-getter	Purpose was vaguely referred to, and no attention-getter	Purpose was never stated, and no attention-getter

2. Body of Speech: Main idea and points supported by accurate and appropriate details. Transitions enhance flow of presentation.

Excellent - 5	Above Average - 4	Average - 3	Below Average - 2	Failing - 1
Points support main idea, are accurate & appropriate. Transitions enhance flow of presentation	Points support main idea, but transitions do not enhance flow of presentation	Points support main idea, but do not seem accurate/appropriate. Transitions are awkward	No support for main idea or information is inappropriate. Transitions are abrupt	No support for main ideas. Presentation and transitions are awkward & abrupt

3. Conclusion: summary of ideas or appropriate wrap-up or closure.

Excellent - 5	Above Average - 4	Average - 3	Below Average - 2	Failing - 1
Does an excellent summary of everything in the presentation	Summary is brief but covers all of the presentation	Summary is brief and feels inconclusive	Summary is off target and does not include presentation material	No Summary

4. Mentor's Qualifications

Excellent - 5	Above Average - 4	Average - 3	Below Average - 2	Failing - 1
Mentor is strongly qualified and has specific certifications, degrees or years of experience	Mentor's qualifications are mostly relevant to project topic	Mentor's qualifications are minimally relevant to project topic	Mentor's qualifications mentioned but not applicable to project topic	Mentor and qualifications not mentioned

5. Explanation: process, learning, problems encountered, changes made, and how SHS prepared student for project.

Excellent - 5	Above Average - 4	Average - 3	Below Average - 2	Failing - 1
Includes all 5 of the above explanations in presentation, very thorough	Includes only 4 of the above explanations, forgets one, but covers it in question period	Includes only 3 of the above explanations, but only briefly and does not elaborate	Does not explain 3 of the above, only briefly mentions 2 & does not elaborate	Only one or two of the above are mentioned, does not explain the rest

RUBRIC AREA II: PRESENTATION DELIVERY

1. Eye contact (not reading notes, surveys room); body composure (poise, gestures, posture)

Excellent - 5	Above Average - 4	Average - 3	Below Average - 2	Failing - 1
Obviously well rehearsed, makes eye contact, no notes, well prepared	Makes eye contact, but occasionally uses notes, remains poised	Must use notes, but makes eye contact, somewhat awkward, but entertaining	Uses notes, forgets to make eye contact, nervous, but has some appropriate gestures & good posture	Reads and makes no eye contact, obviously NOT rehearsed, very awkward, poor posture

2. Voice/vocal expression (rate/volume, pacing, inflection, enthusiasm)

Excellent - 5	Above Average - 4	Average - 3	Below Average - 2	Failing - 1
Well rehearsed, speaks clearly, has inflection & enthusiasm, well prepared	Voice is occasionally hard to hear, pacing awkward, no difference in inflection, but is enthusiastic	Voice is occasionally hard to hear, pacing too slow or too fast, minor inflection, some enthusiasm	Voice is hard to hear throughout, pacing erratic, minor enthusiasm	Voice is difficult to hear, pacing is erratic, no inflection, no enthusiasm

3. Language (appropriate word choice, style, no slang)

Excellent - 5	Above Average - 4	Average - 3	Below Average - 2	Failing - 1
Well thought-out speech with sophisticated language	Well thought-out speech but lacks sophistication	Good speech, but not convincing	Somewhat prepared, but stumbles occasionally on words	Not prepared, poor or inappropriate language

4. Dress/appearance

Excellent - 5	4	3	2	Failing - 1
Dressed for an important job interview: dress slacks, collared shirt; pantsuit or dress; dress shoes				Sloppy attire: non-collared shirt, denim pants, tennis shoes or flip flops

5. Audio and/or visual aids

Excellent - 5	Above Average - 4	Average - 3	Below Average - 2	Failing - 1
Excellent use of audio and/or visual aids	Uses audio and/or visual aids	Uses audio and/or visual aids, but relies too much on them	Audio and/or visual aids seem hastily put together	Audio and/or visual aids are sloppy, or non-existent

RUBRIC AREA III: PROJECT**1. Evidence of stretch and challenge**

10, 9, 8, or 7	6, 5, 4, or 3	2-1
Student described the scope of the 20 hour project & how difficult task was to complete	Student fulfilled the 20 hours and was successful in efforts to master the project, but little was said about what was learned	Student said nothing about the stretch or challenge involved in completing the project

2. Evidence of project process

10, 9, 8, or 7	6, 5, 4, or 3	2-1
Student gave a full and extensive explanation of the process involved in creating his/her Senior Project	Student explained the process involved, exhibiting some but not extensive detail	Student did not explain the process in creating his/her Senior Project

3. Evidence of project fulfillment

10, 9, 8, or 7	6, 5, 4, or 3	2-1
Student gave a full and extensive explanation of the finished project, with pictures, demonstrations, or the actual project	Student demonstrated work on the project, but failed to show the finished product or a representation of it	Student did not completed the project.

4. Evidence of learning

10, 9, 8, or 7	6, 5, 4, or 3	2-1
Student gave a full explanation of what was learned in accomplishing his/her Senior Project	Student mentioned (may not have been emphasized) on what was learned in accomplishing his/her Senior Project	Student failed to explain what he/she learned while working on his/her Senior Project

5. Overall quality of the project

10, 9, 8, or 7	6, 5, 4, or 3	2-1
The student's Senior Project demonstrated meaningful planning, organization, attention to detail, and accomplishment	Student's Senior Project demonstrated some planning, organization, attention to detail and/ or accomplishment	Student's Senior Project demonstrated little or no planning, organization, attention to detail and/or accomplishment

Senior Project Overall Grading and Rationale

The senior project is a Sierra High School graduation requirement that counts for two credits. The score earned on the senior project is calculated as part of a student's GPA.

Letter Grade Assigned	Portfolio Point Distribution	Presentation/Project Point Distribution	Rationale (for presentation/project points)	Point Range for Assigned Grade	Percentage Range for Assigned Grade
A	23-25	92-100	Student can miss 8 points, assumes mostly 4s and 5s	115-125	92-100
B	20-22	80-91	Student can miss 20 points, assumes an average of 4	100-114	80-91
C	18-19	65-79	Student can miss 35 points, assumes slightly higher than 3 point average	82-99	66-79
D	15-17	50-64	Student can miss 50, assumes a 2.5 average score	65-81	52-65
F	14 and below	49 and below		64-0	51-0

**Please keep this booklet in a safe place.
You will need to refer to it throughout
the year to complete your Senior
Project.**

