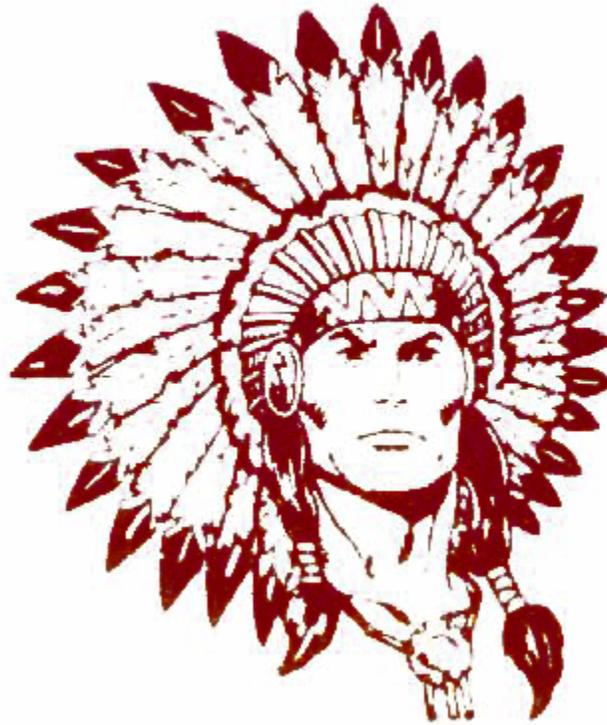# Uniontown Area High School

Senior Project

Our mission…

The mission of the Uniontown Area School District is to provide sufficient resources, experiences and opportunities to permit all of its students to achieve their fullest potential.

2011-12

THE SENIOR PROJECT

Uniontown Area High School
146 East Fayette Street
Uniontown, PA   15401
724.439.5000

www.uniontown.k12.pa.us

Mr. Bob Manges ... . Principal

Mrs. Heather Sefcheck . . . .Principal

General Overview

Regulations of the Pennsylvania State Board of Education state,

"Requirements for graduation shall include course completion and grades, completing of Senior Project and results of state and local assessments of academic standards."

The project...

1.   Must be meaningful to the student and beneficial to the community.

2.   May be presented in various forms: Drawings, newspaper clippings, power point presentation, display panels, interview tapes, photos, video, written journals, etc.

3.   Should be developed over several years

See page 5 for project timeline.

Portfolios

The student will be required to maintain a portfolio representative of the work on the Senior Project. The portfolio will be kept in the library until the student makes the appointment to present the project.

The portfolio will be reviewed on the presentation day. All items discussed in this booklet must be in the portfolio. The student should refer to the sticker on the front of the portfolio for a list of requirements.

Procedure

1. Each student will have the responsibility for locating and requesting the assistance of an advisor who will be knowledgeable in the main subject of the project. The advisor may be a faculty member, administrator, or an expert from a local business, industry, or artistic community. The advisor will vouch for the 100 hours spent on the project.

2. The project coordinators will meet with students during class meetings at beginning of each year. Most of the course work related to the senior project will take place in the English class. Some of the components will also be completed during homeroom period. However, students may meet with the project coordinators as many times as both agree are necessary.

3. During the freshman year, the students will visit the library and receive an overview of the project from a project coordinator. They will do preliminary research on a tentative topic in the Freshman Interest Summary Sheet.

4. Independent in-depth exploration of the chosen area of interest will take place in the sophomore year. During this year, the student will select a topic and an advisor. Sophomores will write the "Letter of Intent" in English class. This letter must be approved by the coordinators before students begin working on their projects.

5. In the junior year, students will present a speech in English class describing the steps they will take to complete their projects. The student will also complete the research paper in English Class. The topic of the research paper must be closely related to the approved project.

6. The presentation of the entire project will take place during the first or second semester of the senior year depending on when the student is enrolled in English class. The student will receive a copy of the presentation rubric when they schedule their presentation. **The presentation is the final exam for the senior English class.**
   NOTE: Students will not graduate unless they successfully complete the senior project.

7. Members of the high school faculty will comprise an Evaluation Committee. A student may request one faculty member to sit on his or her review panel if he or she is available.

Project Components

Portfolio (Due on date of Exit Interview /Presentation) The portfolio is a collection of work the student has done throughout the project. The student will be expected to have the following completed items in the portfolio:

1. Freshman Interest Summary Sheet- A bibliography and possible topics on which the student will complete the project.(See pg10)
2. Letter of Intent- A letter stating your intended topic. (See pg 11)
3. Letter of Intent Approval (See pg 12). NOTE: This is provided by the project coordinators after your topic is accepted. The student must furnish all the items checked on the approval sheet. Please read it thoroughly BEFORE you start your project.
4. Junior Speech Form - A record of the completed speech in Grade 11 (See pg 13)
5. Research Paper- A three to five page research paper in an area that is related to the project. The English teacher and librarian will help with the research paper.
6. Junior Update- A progress report on the Project (See pg 14)
7. Senior Update- A progress report on the Project (See pg 15)
8. Evidence of the Project- Pictures, video, etc.
9. Reflective Essay- A short essay of 200-300 words describing what the student learned while completing the Project. (See pg 16)
11. Verification Sheet (letter signed by advisor)
10. Anything the student thinks is pertinent to the Project

   **Students are encouraged to keep copies of important papers

Exit Interview - The student will prepare a speech (using note cards) lasting at least eight minutes. The objective of this speech is to prove what the student has accomplished and learned. The student must also include some type of visual aide or product as evidence of the project. At the end of the speech, the evaluation committee will ask questions that the student should be prepared to answer. This entire phase should last approximately 15-20 minutes. The student must dress appropriately for this occasion and follow general guidelines for speaking to an audience in a formal situation.

Uniontown Area High School
Senior Project Timeline

Grade 9

- Receive an overview of the project
- Complete a Freshman Interest Survey (See pg. 10)

Grade 10

- Submit <u>Letter of Intent</u> and receive approval and attached checklist from coordinator. (See pg. 11-12)
- Work toward completing 100 hours (after you have project approval)

Grade 11

- Present a speech about the project (Complete Junior Speech Form) (See pg 13)
- Submit research paper on a topic related to the Senior Project.
- Complete the Junior Update. (See pg 14)
- Work toward completing their approved (100 hour) project.

Grade 12

- Complete the Senior Update (See pg 15)
- Type Reflective Essay (See pg 16)
- Present the project**. The presentation is the final exam for senior English class.** Failure to present the project during the English semester will result in an F in English. Presentations will be scheduled at a specified time first or second semester, depending on when the student has English. (See pg 17)

NOTE: You must write a new letter of intent and a new research paper if you change your project. These items must be approved by the project coordinators.

The Senior Project Guide

I.   Develop a plan

A. Select a topic or area of interest for your project
B. Select an advisor
C. Choose a project (see pages 7-8 for suggestions)
D. Receive approval of written proposal (letter of intent)
E. Prepare presentation

1. *Written (including evidence of research)*
2. *Oral*
3. *Product (pictures with typed captions, drama, art, experiment, practical project, etc.)*

II. <u>Procedure</u>

A. Establish a time frame
B. Conduct background research and initiate project
C. Identify needed materials
D. Assess progress periodically and if necessary, modify procedure with advisor or project coordinators
E. Conclude the project
F. Secure advisor's approval for project review
G. Present project for review
H. Revise if necessary and present for subsequent review

<u>Suggested Projects</u>

It is our hope that the students choose a project that is mutually beneficial to themselves as well as the community. The coordinators strongly recommend a community service project or job shadowing a professional in their preferred career path. The following is simply a list of possible project topics and is not to be construed as all-inclusive. Please keep in mind that all projects must encompass a 2-3 year span of time and certain guidelines must be met. Students must receive a written approval for the project BEFORE starting the work.

Internships / Job Shadowing:

1. Internship in business firm in entry level or higher position
2. Internship in health related career
3. Internship with government or private industry
4. Internship with newspaper or publishing entity
5. Internship with designing firm/local theater/art association
6. Internship at daycare center
7. Job Shadow in the manufacturing industry.
8. Job Shadow in the building and construction industry.
Note: These internships may *not* be paying jobs. Students may not intern during school hours.

Community Service Projects:

1. Prepare income taxes for elderly/disadvantaged.
2. Coordinate service project for philanthropic organization.
3. Perform service project with community.
4. Volunteer at homeless shelter.
5. Volunteer at geriatric facility to promote fitness.
6. Organize wellness program for district employees.
7. Participate in health related fund-raisers.
8. Participate in health screening days.
10. Volunteer at hospital/nursing home (Candy Striper).
11. Implement an environmental improvement project.
12. Examine community needs – implement improvement project.
13. Refurbish historical site.
14. Build or renovate a house.

Academic Projects:

1. Organize and oversee a science fair.
2. Create a math/computer project.
3. Design a foreign language software package.
4. Create and design a house.
5. Compose a foreign language short story collection.
6. Develop itinerary for a trip abroad, including costs, needs, etc. and take the trip. Include a photo journal.
7. Devise a foreign language game.
8. Hold a fashion show in a foreign language.
Academic Projects (cont.)

9. Make clothing or craft project.
10. Devise preschool activities for a daycare center.
11. Create a home decorating and interior design project.
12. Weave fabric and construct clothing.
13. Write a novel.(certain restrictions and guidelines apply)
14. Write, perform, and evaluate original dramatic production.
15. Research and critique dietary guideline of local health care facility and complete a booklet.

16. Organize and oversee a health fair.
17. Videotape/photograph historical architecture of a community; complete a booklet.

School Improvement:

1. Develop and institute a math/tutoring program.
2. Design and publish newsletter/brochure for local company using a computer publishing program.
3. Organize and oversee a career day.
4. Create a district pamphlet for positive public relations.
5. Design and cater a school event.
6. Create a video about physical fitness and health issues; pamphlet.
7. Work with elementary classes to reinforce wellness.
10. Develop and institute intramural program.
11. Oversee aesthetic projects, murals, landscaping.

Entrepreneur Projects:

1. Set up small business and keep all records.
2. Set up and operate expanded student store.
3. Form a company and design, develop, and produce a product.
4. Organize and oversee fund-raiser for charity.
5. Establish catering business.
6. Establish coffee shop.

Suggested Materials/Resources

1. Libraries
2. Textbooks
3. Local industries/businesses
4. Expert individuals
5. Experiments
6. Computer applications
7. Other sources deemed applicable by advisor and project coordinator.

The Senior Project

Responsibilities: Advisor (Outside School Support)

- Approve the project topic.

- Vouch for the 100 hours spent on the project by the student.

- Guide the student in his or her search for appropriate and timely human and material resources.

- Work periodically with the student to assess his or her progress and provide guidance for the project.

- Assist the student in preparing his/her formal presentation.

- Aid the student in preparing for subsequent reviews when necessary.

Responsibilities: Student

- Select an area or topic of special personal interest.

- Locate and request the assistance of an advisor who will be knowledgeable in the field of the project.

- Once you've decided on a project, write a letter of intent for approval. **Do not begin your project until you have approval.

- Gather data and materials needed for the project.

- Complete an eight-minute Exit Interview in front of evaluator.

Responsibilities: Evaluators (Teachers assigned to this task)

- Establish and agree to a presentation time and site.

- Read the written portion of the project and review the portfolio.

- Evaluate the presentation using the appropriate scoring guide (rubric).

- Provide comments and recommendations to those whose project has been judged "NOT YET READY."

Freshman Interest Summary Sheet

Name_____

Today's Date_____

Mentor_____

Graduation Year_____

Skills

_____

_____

_____

Interests

_____

_____

_____

The senior project can be divided into two major categories: community service hours OR career exploration hours. If you choose community service hours, you will most likely volunteer at an agency which helps people in need. If you choose career exploration, you will most likely **do** something, **make** something, or **restore** something that has to do with your chosen career or one of your skills or hobbies.

Which of the two major categories will be your focus?

Community service____   **Career exploration ____**

List possible senior project topics that you have been thinking about. Brainstorm some topics from either career exploration or community service. Then narrow your list down and write one or more possible subjects here._____

Then find at least five sources that you could use for research later. Write the title, author and copyright date of each one below.

Five Resources for Possible Research Later

TITLE	AUTHOR	COPYRIGHT DATE

The Letter of Intent Format

Your Street
Your City, PA Your Zip

Current Date

Project Coordinators: (*Mrs. Baker or Mr. Brown*)
Uniontown High School
146 E. Fayette Street
Uniontown, PA 15401

Dear *(Coordinator):*

(In paragraph 1, explain the following points in detail)
  1. Describe what project you have chosen to do.
  2. Explain any prior knowledge you have in this area.
  3. Provide a detailed plan on how you plan to accomplish
     this task and complete your 100 hours.
  4. Describe how this is a learning challenge for you.

(Copy this for paragraph 2)
I do understand that the penalty for plagiarizing any aspect of the senior project and/or cheating in any way will be an automatic failure for my senior project, which would also result in failure to graduate. I also understand that all deadlines must be met either on or before the specific date; missed deadlines will result in a grade reduction.

(In paragraph 3, thank the readers for considering your project.)

Sincerely,

(Sign your name here in black ink)

Type your name

* Notice that everything is LEFT justified and that paragraphs are not indented. Also, there are two spaces between paragraphs. This letter style is called block format.

*****Note: The letter of intent will be read by the Project Coordinators to determine if your idea is an acceptable Senior Project. This letter will also be included in the final portfolio. After you write your letter of intent, your English teacher will give it to the project coordinators. They will approve or reject the letter and return it to you along with a checklist of other required items.*

Letter of Intent Approval

Name of student_____
Project_____

After review by _____, on _____, your project is **Accepted** or **in need of revisions.**

_____Your project has been accepted. Good luck! Read the checklist below to make sure that you have all of the required elements.

_____Your project needs revisions. Rewrite the letter of intent and resubmit it. Do not throw any papers away. Read the checklist below for examples of what you should do.

COMMENTS:

The items checked below must be included in your presentation:

_____1. A letter from your supervisor stating your involvement and total hours. You type it; he/she signs it.

_____2. Pictures with captions (typed) in which you appear interacting with the students. **20** pix minimum.

_____3. Pictures with captions(typed) in which you appear doing the work. **20** pix minimum.

_____4. Before, during and after pictures with typed captions including you at different stages of process. **20**

_____   * You must be in at least 10 of the pictures.

_____5. A schedule/calendar listing your activities (typed).

_____6. A lesson plan (typed) for each day

_____7. The worksheets/drawings that the children produced

_____8. The worksheets that you created (rosters, charts)

_____9. Certification documents

_____10. Games/ activities that you prepared

_____11. A letter giving you permission to start the work.

_____12. Flyers you made for advertising / awareness purposes.

_____13. A step by step procedure (typed) for a typical day or shift.

_____14. Any letters, documents you received or sent to get permission for any phase of the project.

_____15. Any scraps, notes, rough drafts you made

_____16. Blue prints or floor plan

_____17. If you are creating a website, that project will not take 100 hours. You must prove that the project took you 100 hours. The page must be a working web page. It must be accessible from the internet and have a purpose. You must include at least 5 links to other pages; html code, e-mail, chat/comments, # hits, source of site, "search" ability, ads (flyers) for site.

_____18. If you are creating a computer program for a game or something similar, you must have the programming, a flow chart, IPO chart, algorithm, and your code. You must have many rough drafts. You must prove that you spent 100 hours on the project.

_____19. If you are doing artwork, you must have at least 10 portraits on canvas OR 50 sketches. For each piece, you must have a typed sheet stating the reason for your choice of subject and medium. You must critique each piece. See Mrs. Baker or Mr. Brown for a critique sheet.

_____20. If you are building a computer, that project will not take 100 hours. You must prove that the project took you 100 hours. You must have print outs and catalogs of the suppliers that you checked before purchasing hardware and software. You must do comparison studies. You must show the attributes of the products you chose through charts and graphs in addition to displaying the computer.

_____21. A typed list of materials (include bills, receipts)

_____22. A typed list (in order of importance) of all the steps you took

_____23. You must have a minimum of 100 hours of participation. If you are working with a partner, each of you must have 100 hours as well as different jobs and responsibilities in the project.

_____ 24. See attached list.

Junior Speech Form

Senior Project

Name_____   Homeroom_____

Advisor_____

Teacher Name_____

Project Title: _____

Why project was chosen

_____
_____
_____

How project will be conducted

_____
_____
_____
_____
_____
_____

Product

_____
_____
_____

Concerns at present

_____
_____
_____
_____

Date of speech_____

Teacher Signature_____

Junior Update

Name_____

Research Paper Subject_____

Project Subject_____

***Your research paper and your senior project must be closely related.

Advisor_____

Why did you choose this project?_____
_____
_____

What product (in addition to your project portfolio) will you present to
the panel of judges next year?
_____
_____
_____

How long will it take you to complete the project?_____
_____
_____

What do you need to do to prepare to present the project to the panel?
_____
_____
_____

Reviewed by coordinator on   _____.
                                      (Date)

Coordinator's Signature_____

*** Remember that you must have proof of your involvement in the project.
You must have before and after pictures/video and you must appear in them
if you are using pictures/video as your product.

Senior Update

NAME_____
GRADUATION YEAR_____
ADVISOR (Outside of School) _____

TODAY'S DATE_____

SENIOR PROJECT TOPIC_____

GRADE 11 ENGLISH TEACHER_____
GRADE 11 RESEARCH TOPIC_____
** Note: If your research topic is no longer related to your senior project, you must write another research paper. If you choose not to, you will receive a 15 point deduction on your final project.

Do you have a Letter of Intent and Approval? _____

You will present your senior project to the panel of teachers who will give you a grade for your efforts. What are you planning as your presentation? _____
_____
_____

Do you have any questions for the project coordinators or your advisor before your presentation?
_____
_____
_____

TASKS TO COMPLETE DURING YOUR SENIOR YEAR BEFORE YOU PRESENT.

_____1. Decide how you will present your project (posterboard, power point etc.)
                Review the Letter of Intent Checklist.

Date
Complete ____2. Meet with advisor. Finalize any last minute items and determine time period for
                completing the project.
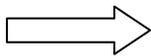
_____3. Prepare product.

_____ 4. Prepare 8 minute speech

_____5. Type table of contents. (in English Class)

_____6. Type reflective essay. (in English Class)

_____7. Make appointment for presentation and get portfolio. (in English Class)

_____ 8. Present project to the panel.

** *This sheet is required for your presentation. Do not loose it.*

How to Write Your Reflective Essay

     Your reflective essay should be your reflections on your four years of work on your high school project. The Evaluation Committee will read the essay during your exit interview, so the essay must be included in your portfolio.

Use the following format in composing your reflective essay. You should have a minimum of four paragraphs, but you may have more than that to suit your writing style.

- Type
- Double space
- Title the essay
- Include mentor's name
- Use MLA style.

Paragraph 1:   Introduce the subject of the essay, namely your thoughts concerning your senior project.

Paragraph 2:   Describe exactly what you did for your senior project. What steps did you take, how did you decide on your project, who was involved, how did it turn out? How much time/money did you spend?

Paragraph 3:   Evaluate your project. Was it worth it? What did you learn? Whom did you meet? What relationships did you form? What problems did you encounter, how did you solve those problems, what would you do differently next time?

Paragraph 4:   Conclude your essay by restating what you have learned from this experience and how your future will be affected because of this knowledge.

***Note: If you have not completed your senior project, write this letter based on what you have accomplished so far and/or what you expect to accomplish in the future.

Name _____

English Teacher _____

Date _____

Exit Interview: Student Guidelines

Who will be there? The project coordinators and/or a member of the high school faculty will comprise an Evaluation Committee. A student may request one faculty member to sit on his or her review panel if the faculty member is available.

Where will it be? It will take place in the High School Library.

When will it be? The project coordinator will visit your English class to schedule the appointment during the first or second semester, depending on when you have English.

What will you have to do?

- Dress appropriately. Men should wear dress clothes and a tie. Ladies should wear school-appropriate slacks or a skirt/dress. Students should not wear tennis shoes or flip flops.
- You will make an 8-10 minute speech. Speak clearly and look at your audience.
- The speech should include answers to these questions:
  Why did you choose your particular project? How did you start it?
  Who helped you or talked to you about it? Were there any problems? How did you solve them?
  How did you go about accomplishing your project?
  What do you think about it now?
  What have you learned from this experience?
  How did your project impact you and your attitude? Future? Thinking?
- Visuals are necessary. (Photographs, power point, posters, handouts, videos) You must have typed captions explaining your work.
- You must use note cards during your speech

What will happen when you have finished talking? The evaluators will ask you some questions with the intent to clarify anything you may have said or to have you expand on a specific point.

What do you need to pass? You should have the required items on your "Letter of Intent Approval Checklist". You must score at least a 67 %.

When will you find out your grade? You will find out the day you make the presentation. However, if you have questionable parts to your project, you may be required to wait for a grade until the evaluators have collaborated.

UHS Senior Project Rubric

Name: _____

Title: _____

Written:

Table of Contents	__ / 2
Freshman Interest Survey	__ / 2
Junior Speech	__ / 2
Research Paper	__ / 15 (-10 if wrong subject)
Junior Update	__ / 2
Senior Update	__ / 2
Reflective Essay	__ / 5
Total Written:	__ / **30**

Presentation:

Letter of Intent Checklist	__ / 25 (- 2 points for each item missing)
Evidence of Project	__ / 20 (- 10 points if captions are not typed)
Content (8 minute speech)	__ / 10 (did you answer all questions?)
Appearance	__ / 8 (- 3 points for jeans or no tie)
Note Cards	__ / 2
Attitude	__ / 3
Voice	__ / 2
Total Presentation:	__ / **70**

Mandatory - You will receive a 10 point deduction and have to reschedule your appointment if you do not have the following items:

    Letter from Supervisor

    Letter of Intent

    Letter of Intent Checklist