

Senior Project – Questions/Concerns
If you have a problem during the Project – contact us!
RRHS 1-440-356-6800
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- 1. What if something comes up during our project and causes us to miss a day or two and we find we don't have enough hours?**
 - *Immediately inform your sponsor that you will be absent. Talk to your sponsor about making up the hours at another time – e.g. working longer hours the next week or working on the weekend.*
 - *Also, contact Mrs. Hecker or Mrs. Ritschel and explain the situation. We can help work out a solution.*

- 2. What if our sponsor is sick on a day we are supposed to work?**
 - *Talk to your sponsor if he/she is well enough to talk to you on the phone or e-mail. Your sponsor may be able to work out a time for you to make up the hours.*
 - *Contact Mrs. Hecker or Mrs. Ritschel and explain the situation. We can help work out a solution.*

- 3. What do we have to do for journal entries?**
 - *At the end of each day, write down what you did and your reaction to your experiences that day. For example: What went well? What was not so great? What was interesting? What did you learn? Who did you meet? Some days you may have a lot to write, some days you will not have as much.*
 - *This can be hand written in a spiral notebook or on loose-leaf paper collected in a three-ring binder.*
 - *Do it daily – do not wait and do the journals at the end of your project.*
 - *We will ask to see your journals at our meeting in May.*
 - *Record when you talk with your faculty advisor.*

- 4. Does lunch count in our hours?**
 - *No*

- 5. Does travel time count in our hours?**
 - *No, unless you are traveling during the day as part of the Project work, but to-and-from your site at the start and end of the day does not count in the hours.*

- 6. Does our Senior Project Committee meeting count towards the 50 hours?**
 - *No*

7. What if your community sponsor doesn't help you work? What if I have too much downtime because I won't be able to help/be involved? What if I don't like the job?

- *Talk to your sponsor directly. Be polite – you do not want to appear as if you are complaining. Ask if there is something that you can help him/her do. If he/she has nothing for you, ask if there might be someone else in the workplace that could use a hand until your sponsor has something for you to do.*
- *Use the downtime to write your journal.*
- *Perhaps there is a computer that you could use to research topics related to the field in which you are working.*
- *Is there another person in the work area that you could assist or shadow – again ask your Sponsor first.*
- **Don't complain about your sponsor to anybody else at the worksite – do not "gossip".**
- **The computer at your work site should only be used for work related purposes. Do not "play" on the computer or use the computer for any inappropriate purpose.**
- **Do not use your phone during project hours unless absolutely necessary – be professional!**

8. What if our project hours conflict with the mandatory meeting at school?

- *We have to work around a variety of schedules- it is important that we meet at least once during the project- please explain this to your Sponsor and adjust your schedule – if there is a concern for you personally, let us know.*
- *The meeting will last about 30 minutes.*

9. How often should we communicate with our faculty advisor?

- *Once a week. Work this out with your sponsor. If you have trouble scheduling an "in-person" meeting, arrange a time to have a phone conversation. Exchange e-mails as well.*
- *document these conversations in your journal.*

10. What if we go to different places during the day as part of our project assignment – do we have to let someone know where we are?

- *Someone should know where you are in case you need to be contacted. Try to find a central person at the workplace that will know where you are and who is with you. Always make sure your parents/guardian knows where you are.*

11. If you continue to be involved in school activities during the project, these hours do not go towards your project. You are allowed to participate in your extracurricular activities – however, you need to schedule yourself so that you still obtain your 50 project hours (25 per week). The schedule is yours to arrange.

12. Field trips are not included in the 10 day absence limit.

13. What is required for the presentation.

14. Calendar hours

- **AP test taking hours do not go towards your hours.**
- **Each week should include 25 hours – slight variations are acceptable. If you have 24 one week and 26 another, that is ok. If you have 40 one week and 10 another – that is not acceptable.**
- **The Calendar you submitted is an estimate. We realize your daily activities may vary from the calendar. Contact us if there is a major change – for example, you changed locations for the week, or you switched from days to nights or weekdays to weekends.**