

Rocky River High School

# Senior Project Handbook

Senior Project...  
Explore, Experience, Excel

Project Coordinators:  
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A Resource for Students, Parents, Faculty Advisors,  
Community Sponsors, Site Visitors and Adjudication Panel  
Members

Revised on 9.12.2107

# Table of Contents

Rationale and Project .....	3
Senior Project Guidelines .....	4
Project Requirements .....	6
Participants' Responsibilities .....	7
Project Coordinators .....	7
Community Sponsor .....	8
Faculty Advisor.....	9
Site Visitor .....	10
Adjudication Committee.....	10
Senior Project Approval Process .....	11
Approval Guidelines .....	12
Project Presentation and Documentation Requirements.....	13
Summative Reflection Guidelines .....	14

# Rationale

The Senior Project responds to a senior's desire for increased freedom, recognition and self-determination. It also provides a support system for students making the transition to work or higher education, and promotes student awareness of responsibilities and opportunities in the community.

# The Project

Selected students meeting prescribed Project guidelines will spend the final 2 weeks of the senior year working in the areas of community service, career exploration or independent research. Senior project is not an academic activity, but an exploration experience. **Students will be excused from their remaining academic activities and requirements to participate in a project related to career exploration, community service, and/or the arts.**

The 50-hour endeavor is created and secured by the student, but a significant support structure exists to assist in this process. A required evening Symposium is scheduled as the culminating activity for the Project.

Students selected to participate in the Senior Project must successfully complete all project requirements to graduate. All participants will be graded on a pass/fail basis. PARTICIPATION IS A PRIVILEGE, NOT A RIGHT.

# Senior Project Guidelines

Participation in the Senior Project is a privilege awarded to those interested seniors who meet the following academic and behavioral criteria:

- No more than 10 excused absences **in any one class** (field trips and verified college visitations excluded).
  - NOTE: If you are late 20 minutes or more to a class, excused or unexcused, it counts as an absence.
  - NOTE: Planned Absence Forms must be secured and submitted prior to all College Visits. In addition, documentation of the visit from the college must be submitted to the Attendance Office upon the student's return to school.
  - **NOTE: Students who fail to fill out the Planned Absence Form for college visits or fail to submit the documentation from the college to the Attendance Office upon their return to school understand the absence WILL be counted when totaling the number of excused absences.**
  
- Passage of all Ohio Graduation Tests
  
- Final grade of C- or better in all senior classes
  
- No unexcused absences in any class during the senior year
  
- **Student Discipline Guidelines**

Should a student be assigned an In-School Restriction (ISR) or Out of School Suspension (OSS) during their senior year and plan to participate in Senior Project, the student's participation will be subject to a probationary period. The probationary period will require the student to maintain a disciplinary record free of any In-School Restriction (ISR) or Out of School Suspension (OSS) assignments. The probationary period will expire at the scheduled ending date of Senior Project.

The Rocky River High School administration has the right to remove any participant from their Senior Project assignment for behavioral or non-compliance reasons.

- No fees, fines or obligations
- Students and parents must sign all designated contracts.
- **Students may not work for a relative or receive compensation for work performed during the Project.**

### **Appeal Process for Senior Project**

Denial of the privilege of participation in Senior Project shall be determined by the Senior Project Coordinators based on all defined guidelines. An appeal of the decision of the Senior Project advisors may be directed to the Rocky River High School Principal for further review. The decision of the Principal is final.

# Project Requirements

## Student's Responsibilities

- Design the Project (develop goals and calendar)
- Secure a Faculty Advisor (faculty members may advise no more than 3 students)
- Secure a Community Sponsor
- Complete Declaration of Interest Form and Application Packet
- Attend all Senior Project meetings
- Adhere to Project deadlines
- Obtain all appropriate signatures from parents, sponsors, coaches, advisors, and all second semester teachers
- Submit contract forms
- Work 50 hours during the last two weeks of school
- Maintain daily journal
- Communicate via weekly meetings/ and or emails with Faculty Advisor while on Senior Project
- Acquire Progress Report and Community Sponsor's evaluation
- Prepare and present Project Overview for adjudications and at evening Symposium

# Participants' Responsibilities

## Project Coordinators

**Purpose:** To serve as flexible, proactive managers throughout the Senior Project process.

### **Responsibilities:**

- Establish the yearly Senior Project Timeline
- Develop, organize and present spring and fall informational meetings
- Create and update Senior Project Handbook
- Communicate specific Project components to students, parents, staff, community members and administrators
- Assemble Approval and Adjudication Committees
- Maintain Senior Project Committee and organize meetings as needed
- Train and/or support faculty/staff/community sponsors and new committee members
- Confirm eligibility of all applicants
- Participate on Approval and Adjudication Committees
- Manage and maintain records
- Organize Adjudication Symposium and disseminate Symposium information to all participants
- Collect all Project materials (journals, portfolios and evaluations)
- Initiate disciplinary action and recommend removal for participants failing to meet Project obligations

## Community Sponsor

**Purpose:** To provide an opportunity for community service, career exploration or independent research and to serve as the student's active, on-site mentor throughout the Project.

### Responsibilities:

- Assist in completing goals and activities section of the Project Application. These realistic goals should outline what the student will experience and learn during the internship.
- Advise, guide and supervise the 50- hour commitment required during the two-week Project. **These hours are to be scheduled at the Community Sponsor's convenience, but they must be completed for the student to graduate.**
- Allow for active participation whenever possible in the daily routine
- Monitor and report student absences to high school Attendance Secretary (440-356-6020)
- Verify weekly time sheets
- Complete Community Sponsor Summary Report at conclusion of Project
- Confer with Site Visitor
- Contact Project Coordinators with concerns or problems



## Faculty Advisor

**Purpose:** To serve as a mentor within the high school for a maximum of 3 Senior Project participants.

### **Responsibilities:**

- Review and discuss completion of Declaration of Interest form and Project Application – suggest revisions as needed and recommend any resources or materials that might prove beneficial
- Verify appropriateness of Community Sponsor and Project venue
- Communicate weekly with student while on Project (mid-May-early June) to answer questions, monitor goals and internship integrity
- Verify completion of student’s designated assignments: daily journal, weekly time sheets, and student evaluation form
- Evaluate Project presentation and preparedness for Adjudication Committee and Symposium
- Report potential or actual problems to Project Coordinators

## Site Visitor

**Purpose:** To monitor students' progress, communicate directly with Community Sponsors, and serve as a liaison between the Senior Project Coordinators and Community Sponsors.

### **Responsibilities:**

- Coordinate visits with Community Sponsor – the student may or may not know about the visit
- Complete and submit Site Evaluation Checklist Form to Project Coordinators within a day of each visitation
- Contact Senior Project Coordinators immediately if problems arise
- Keep all information confidential

## Adjudication Committee

**Purpose and Responsibility:** To evaluate Senior Projects and assign a grade of pass/fail.

# Senior Project Approval Process

- Seniors submit online Declaration of Interest forms to Project Coordinators. This form provides a brief description of the proposed project and potential Community Sponsor.
- Declaration of Interest forms are **reviewed** and notification of acceptance or rejection is provided.
  - If the proposal is accepted, the student will complete the Project Application, Student Contract, and Parental Agreement. The student also finalizes arrangements with the Community Sponsor and submits the Sponsor Agreement.
  - If the proposal is rejected, the student has an opportunity to revise and resubmit the Declaration of Interest form. The student should seek guidance from their Faculty Advisor in modifying the original proposal.
- Students submit the completed Project Application, Student Contract, Parental Agreement and Sponsor Agreement according to the Timeline deadlines. Timely approval notification will be provided. If any changes are required, the student must resubmit the Project Application within two weeks in order to proceed.

**\* Approval or rejection of a resubmitted project will be final.**

**\*Attendance review will be final; retroactive excuses will not be accepted.**

# Declaration of Interest and Senior Project Applications Approval Guidelines

Proposals will be reviewed separately. The following points will be considered when evaluating each application:

Are documents completed and signed?

Are the goals worthwhile? Complete? Realistic? Too simple? Too difficult?

Will the activities listed aid the student in accomplishing intended goals?

Will the proposed project fulfill the 50-hour requirement?

Is the Community Sponsor qualified to help the student?

Are the Community Sponsor's expectations appropriate?

Has the student scheduled the appropriate number of hours?

Does the Project have educational value?

Has the application been completed neatly?

Was the application submitted on time?

Is the application clear?

# Project Presentation and Documentation Requirements

## Create an electronic presentation

- Write and upload a Summative Reflection (see following guidelines)
- Create a Google presentation **or** Power point to be used as an outline for presentation to Adjudication Panel

## Design and Create a Tri-board to include:

- Word-processed Project title in a **large, visible, professional font**, centered close to the top of the center panel on the board
- Your first and last name in a **large, visible font, professional font**, positioned in the lower right-hand corner on the right panel of the board
- A creative, neat, visually attractive balance of print and media (pictures) evident of thoughtful, purposeful, reflective effort
- Word-processed text –no freehand printing or cursive writing

## Submit a Folder containing the following items:

- Daily Journals
- Weekly Timesheet(s)
- Community Sponsor Evaluation Form
- Student Evaluation Form

# Summative Reflection Guidelines

## Summative Reflection

The final reflection should be in bullet point format using font that is easy to read from a 4-foot distance. The presentation will be given to an adjudicator sitting several feet away from a laptop screen. It is recommended that the presentation be organized using a range of 8 to 15 “slides”. Proper grammar, mechanics and spelling are expected.

Points to be addressed in the Summative Reflection:

Project Description

Original goals and objectives

Daily activities (use journal entries as a reference)

Self-reflection – Were intended goals accomplished? Why/Why not?

Evidence to confirm project completion

Skills acquired and procedures learned

Unexpected experiences

Positive/negative aspects of experience

Personal qualities developed/discovered

Exceptionally helpful person(s)

Treasured memories