

UNITED HIGH SCHOOL GRADUATION PROJECT



Timeline for students completing the Graduation Project

10th grade component:

Complete Career Education class requirements

11th grade components:

October Discuss types of projects during a class meeting with students

January Complete Project Proposal(s) and submit them to the Graduation Project Coordinator

February –
August

Complete job shadowing/community service/integrated academic graduation project. Gather pictures/brochures/pamphlets while on site. Keep a Reflection Log for each site visit. This must be signed by the supervisor at each visit. Time must be placed on the log. Student is required to demonstrate at least 15 hours served at the project. Papers to get out of school are available at the school (in the Guidance Office, from the Graduation Project Coordinator, in the Library). Only two school days may be used to complete the graduation project. Other hours must be completed during the student's time.

12th grade components:

September Give completed Reflection Logs to the Graduation Project Coordinator during the first week of school.
Finalize graduation project presentation.

October Presentation of graduation project.

January –
March Prepare for senior exit interview.

GRADUATION PROJECT OVERVIEW

10th grade:

1. Students must pass Career Education class worth .25 credits.
2. Students develop a paper that correlates their DAT scores, transcripts, and other evaluative tools to their career plan. Paper is graded by teacher, signed by parent, given to the Guidance Office for review with the student, and then given to the Graduation Project Coordinator for storage.

11th grade:

1. Student completes:
 - a. Project Proposal
 - i. Student completes at least two plans and gives these to the Graduation Project Coordinator.
 - ii. The Graduation Project Coordinator and the Guidance Counselor evaluate and score the Project Proposals.
 - iii. Graduation Project Coordinator stores the Project Proposals.
 - iv. Students will select which plan(s) they will complete.
 - b. Placement Agreement Forms
 - i. Basically a permission form
 - ii. Must be signed by the Principal or Guidance Counselor, who makes one copy to keep as a record. This must be done at least ONE DAY prior to school excusal. Placement Agreement form must be completed each time student leaves school to work on the graduation project. Only two school days will be allotted for completion of the graduation project.
 - iii. Original copy signed by business/non-profit organization and returned to the Graduation Project Coordinator.
2. Students take a Reflection Log each time when working on the graduation project. Students will complete the Reflection Log and hours in the graduation project of their choice. Students may visit several businesses/non-profit organizations, but all must be within the same experience type.
3. Completed Reflection Log is given to the Graduation Project Coordinator after completion of required hours (15 or more.) Business/non-profit signature must appear on each log.
4. Graduation Project Coordinator scores the Placement Agreement(s) and Reflection Logs. If unacceptable, Graduation Project Coordinator meets with the student.
5. Parent receives letter from Graduation Project Coordinator on status of the project.
6. 11th grade component must be finished by the first week of the student's senior year.

PARAMETERS FOR COMPLETING GRADUATION PROJECTS
11th GRADE YEAR

Job Shadowing Project:

1. The experience must be completed with someone other than a parent or guardian.
2. The experience must be with a recognized business. Appropriate placements will be determined by the student's parent/guardian, Guidance Counselor, Graduation Project Coordinator, and the High School Administration.
3. The experience cannot be part of the Indiana County Technology Center.
4. The participating student may not receive compensation for the experience.

Community Service Project:

1. The community service project selected must benefit a community.
2. The benefit must be demonstrated in the student's Project Proposal(s).
3. The Administration reserves the right to determine if the community service project will be acceptable.
4. The organization being served cannot be affiliated with the United School District.
5. The participating student may not receive compensation for their involvement in the community service project.

Integrated Academic Project:

These projects will be based upon research, college credit, or classroom experience.

Research based:

1. The experience cannot be completed by a parent or guardian.
2. The Reflection Log(s) cannot be signed by a parent or guardian.
3. Any interview must be accomplished with an expert in the chosen field. Background information on the expert as well as all contact information must be included in the documentation.
4. The project must include a minimum of eight documented sources with a limit of one encyclopedia and one internet source. Other sources can include books, periodicals, technical manuals, etc.

College credit based:

1. The project hours may include all credits from certified colleges and universities.
2. The Administration reserves the right to determine if the institution is acceptable.

Classroom experience:

1. The project hours may include educational programs (Governor's School, mentorship) not affiliated with United School District.
2. The Administration reserves the right to determine if the educational program is acceptable.

12th grade:

Senior students will present their culminating project to a group of evaluators selected by the Administration. Projects will also be displayed for students, staff and the community to review.

Requirements for senior project:

1. The culminating project must have a visual component. These may be photographs, pamphlets, brochures, manuals, etc. associated with the project.
2. The student will be required to answer questions about their experience/project.
3. Students will be expected to present a brief (3-5 minute) summary along with the results of their project.
4. Students must receive an acceptable grade for this portion of the project, or it will be repeated until acceptable.

Senior students will be interviewed as the final part of their project. These interviews will be conducted in the second semester of the senior year. Acceptable attire, poise, responses, and grammar must be demonstrated.

SENIOR PRESENTATION GUIDELINES

- Seniors will practice their presentations prior to the practice session, which will be held approximately one week prior to the final presentation date. The practice will be judged by a staff member, who will offer suggestions and criticism for improvements. This session will comprise $\frac{1}{4}$ of the presentation grade.
- Final presentations will be held in the main and auxiliary gymnasiums.
- Tables will be set up by the custodians the evening before the event.
- Any student who requires a computer for their presentation must inform the graduation project coordinator no later than one week prior to the event. Students are strongly encouraged to use their Z drive on the school's server to back up their project, or to bring a flash drive. It is the responsibility of the student to ensure the operation of any computer program.
- Students will have until 8:15 a.m. to set up their presentations.
- Seniors will present their projects according to a schedule set up by the graduation project coordinator. This schedule will be on display several weeks prior to the actual presentation date.
- Each student will receive an individualized letter detailing the requirements of the presentation, in addition to the block in which they are to present.
- Presentations will be graded on three separate components:
 - Oral
 - Visual
 - Dialogue exchange
- A group of three judges, consisting of a community member, and administrator, and a teacher will view each student's presentation.
- The high school principal will enlist the aide of community members who are interested in assisting with this portion.
- Senior presentations must be 3 to 5 minutes in length
- Students are required to have at least one visual that demonstrates their active participation in the graduation project. Several visuals are preferable.
- Students are required to dress professionally for their presentation. Attire may also directly relate to their project.
- This presentation is the culmination of at least 15 hours of work on the part of the student. As they are seniors, it is expected that a high quality presentation will be given. Creativity, grammar, content, poise, and visuals are expected to be at a high standard.
- Presentations should relate directly to the project. Questions will be asked by the judges during the exchange portion of the presentation.

SENIOR EXIT INTERVIEW LETTER SAMPLE

Dear [student],

HR: []

On [date] you will practice your senior graduation project presentation with a faculty/administration member in the main gym. You will need to have your entire presentation ready to give at this time. This will allow you to receive feedback prior to the actual presentation; however, the practice session will comprise one-fourth of your presentation grade.

Your **presentation must be 3 to 5 minutes**. If it does not fall into this time frame, you automatically fail this portion. Orally, you will be graded on how well you address the audience, maintain eye contact, your use of grammar and vocabulary, proper body language, and the relevance of your presentation to the project you completed.

You must have **at least one visual component that proves you participated** in this project. It may be a photograph, a brochure, business card, pamphlet, video, portfolio, or other documentation from the place you completed your project. More than one proof visual is encouraged. Your visual display will be graded upon its grammar, neatness, relation to the project, and its CREATIVITY/ORIGINALITY.

Be prepared to answer questions. The people grading your presentation may ask you a variety of questions. These may include, but are not limited to questions such as: What did you learn from completing this project? Why did you select this project? What were the best and worst portions of completing this project? You are expected to have thoughtful answers to these questions. You also need to keep the professional attitude and body posture expected in the presentation.

LIVE PRESENTATIONS WILL BE HELD ON [date]:

- *If you need a laptop computer, Mr. Cawley needs to know before [date]*
- Those of you using a PowerPoint are to have 4 printed copies of the slides available
- You will set up your presentation in the gymnasium on [date]
- You will begin to set it up upon arrival to school. **IT IS YOUR RESPONSIBILITY TO INFORM YOUR HOMEROOM TEACHER** if you aren't set up before homeroom.
- Presentations will begin at 8:15am
- You will have 4 feet of table space for your display
- Report directly to the gym during the block that you are scheduled to present. Tardiness will cost you points.
- Displays remain in the gymnasiums until 6:00 p.m., so parents and community members may see them. **Displays MUST be removed before 8:00 a.m. on [date]** so the tables may be returned to the rental agency.
- If you are legally absent on [date], you will present the day you return to school to Mr. Cawley, Mr. Kindja, and another faculty member.
- **After you have given your presentation, you will remain in the gym until the block during which you presented has ended**
- During student presentations, you will remain quiet, polite, and attentive other presenters

You will present your graduation project on [date] during block [block] in the [location]. Your presentation will be in Row [row], table [table].

Your graduation project status is as follows: [status].

Project Proposal Plan

Student name: _____

What type of project are you proposing (circle one)

Job Shadowing

Community Service

Integrated Academic

All of the placement information MUST be completed!

Proposed location of placement: (Name of place) _____

Address _____

City/State/Zip Code _____

Contact Person including their title _____

Contact phone number () _____

What is the proposed timeline for the project? Include the proposed date(s), time of day, and whether you will be missing school to complete your project; **use complete sentences**. For example, a thorough example of a timeline might be: *“I plan to complete my project during two school days in the March timeframe. I will job shadow from 8:00 a.m. to 4:00 p.m. each day at.”*

Write a brief description of the project you will be completing and explain why you selected this project. Use complete sentences. This area must contain a **minimum of 5 details. Examples of these details may be five questions you hope to have answered as you complete your project or 5 reasons why you selected this type of activity. BE SPECIFIC!**

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

*Students are reminded to collect items for their visual display as seniors (ie: brochures, pictures, handbooks, manuals, etc.)
Students are reminded to complete at least two of these proposal forms. Proposals must be for the same type of project (job shadowing/community service/integrated academic) and within a similar occupation. You will select one or more of your proposals to complete the actual graduation project. *Proposals must meet each criterion indicated on the back of this sheet* (on the Project Proposal Checklist). **Submit the completed proposal(s) to the Graduation Project Coordinator.

For Graduation Project Coordinator Use

Graduation Project Coordinator Signature: _____ Date: _____

Student Score (circle one): Advanced Proficient

For Guidance Use

Guidance Counselor Signature: _____ Date: _____

THIS SIDE TO BE COMPLETED BY
GRADUATION PROJECT COORDINATOR

Project Proposal Check List

Student Name _____

Date _____

Placement	Proposal
Is the experience location clearly presented?	
Is there an address given?	
Is a contact name provided?	
Is a contact phone number given?	
Timeline	
Is the proposed date, number of days and hours of the experience presented?	
Does the proposal specify if school time will or will not be used?	
Are complete and grammatically correct sentences used?	
Description of job/project/activity	
Are 5 or more details/questions/reasons presented to support reasoning for chosen experience?	
Are complete and grammatically correct sentences used?	
Signatures/Dates	
Is the student signature present and dated?	
Is the parent signature present and dated?	

Grading Requirements:

1. Proposals must have each requirement checked in order to be considered complete. If all items are not checked, the mentor will return the proposal to the student to correct.
2. Proposal(s) **MUST** be turned into graduation project coordinator prior to the last day of the first semester of the student's junior year
3. One complete proposal turned in on time = a grade of Proficient
4. Two complete proposals turned in on time = a grade of Advanced
5. *Two complete proposals turned in late = a grade of Proficient*

Grade:

Advanced _____

Proficient _____

Graduation Project Coordinator Signature: _____

Graduation Project Coordinator will forward completed proposals to the Guidance Office

PLACEMENT AGREEMENT

EVERY STUDENT MUST COMPLETE AT LEAST ONE OF THESE FORMS

Student Information	Business/Agency Information
Student	Business/ Agency
Address	Telephone #
	Contact Person
Telephone #	Telephone #
	Address
Parent/ Guardian	School Information
Address	(circle one) Job Shadow Service Integrated
	Career Objective
Emergency Contact	Date of excusal/experience
Address	
	Excusal Time
Telephone #	Return Time

BUSINESS/NON-PROFIT RESPONSIBILITIES

1. Provide the student with the opportunity to spend time with an employee observing daily activities, assisting individuals, and asking questions about the workplace.
2. Review with the student all relevant health and safety issues and provide safety gear if necessary.
3. Give the student a brief tour of the workplace and introduce him/her to other employees.
4. Be available to the student at all times.
5. For liability purposes, view the student as a visitor or salesperson in your place of business.

STUDENT RESPONSIBILITIES

1. Participate actively in activities, asking questions, and paying close attention to what is said and demonstrated.
2. Complete all assignments which include reflection logs and **thank you letters**.
3. Observe all safety rules and adhere to the host's policies.
4. Adhere to proper behavior guidelines and dress appropriately for the experience.
5. Attendance for the experience is mandatory. Student must notify BOTH the school and business/non-profit agency if unable to attend.

PARENT RESPONSIBILITIES

1. Encourage your child to be an active learner during the experience and to discuss what he/she saw and did at the worksite.
2. Provide transportation to and from the site.
3. Ensure that your child participates in the experience and completes all necessary assignments.
4. Provide proper insurance coverage for your child.

YES NO I grant permission for my son/daughter to travel using his/her own vehicle.
Insurance _____

YES NO I grant permission for my son/daughter to be photographed while participating in the
experience for educational purposes.

YES NO I grant permission for my son/daughter to receive emergency medical treatment.
Insurance _____
Special accommodations or conditions _____

We, the undersigned, agree to the conditions and statements contained in this agreement (signatures required).

Student	Date
Parent/Guardian	Date
School Principal/Guidance Counselor	Date
Business/Non-Profit Official	Date

Form must be signed by student, parent, and school official before school time will be allowed. Form must be signed by school official at least ONE DAY BEFORE student is expecting to leave school for his/her experience.

School Principal or Guidance Counselor will sign this form, photocopy it, and return original to the student.

Business/Non-Profit Official's signature must be obtained during project experience. Student returns completed form to school's main office upon return to school. Students are reminded to complete **reflection log** each time they participate in a graduation experience. REMEMBER TO GATHER IMAGES, BROCHURES, BOOKLETS, BUSINESS CARDS, ETC. from the organization.

ONLY 2 SCHOOL DAYS WILL BE EXCUSED FOR GRADUATION PROJECT COMPLETION.

1/06

Reflection Log

Choose one:

Job Shadowing Community Service Integrated Academic

Student Name _____

Signatures

Business/Agency Information

Student _____	Name _____
Parent/Guardian _____	Address _____
Guidance Counselor _____	City/State/Zip _____
School Principal _____	Telephone Number () _____
*Business Contact _____	Contact Name _____

** By signing, you are verifying that the student participated during the times listed below*

Before you begin your project, explain what you hope to learn or observe from your experience. Perhaps you have questions related to this event. Why have you chosen this particular project? Be very specific in your response, which must include at least five details/questions.

While at your site, remember to gather materials for your senior presentation, such as photos, brochures, business cards, etc.

Time Tracking Information:

Date	Start Time	End Time	Total Hours

Grand Total Hours: _____

After your observation/participation in the project, use the space below to discuss observations made during this experience. Comments must reflect your participation. What did you see/hear/experience from your project? What questions did you ask? What were the answers? How comfortable were you? What else did you observe? **Only complete sentences are acceptable for this portion. Your response must be a MINIMUM of five well-written paragraphs.**

(continue on reverse)

covered with a 4 x 4 gauze bandage that shouldn't stick to the area. Mrs. Smith then put a cling wrap over the bandage and covered the entire area. We discussed the different ways of testing a cling bandage to see if it is too snug on a wound. Some of these ways were to ask the patient about numbness, look for poor circulation (blue coloring), and to test it with your finger. She showed me the proper way to wrap the cling bandage on the patient's upper arm so that it wouldn't slide off.

Next, Mrs. Smith took me on a tour of the hospital. She showed me the different rooms and areas of the hospital. We even went into one of the operating rooms, and I asked questions about the different equipment. Something that really caught my attention was the monitors that are used in surgery. I always thought the surgeons watched the patient, but they don't. The surgeon actually watches a television-like monitor that they can move to different heights.

I watched Mrs. Smith take a patient's pulse and blood pressure. She showed me that the best part of the body to take a pulse is on the arm at the wrist. We talked about why the pulse is taken; this helps to demonstrate the general health of the patient. If the heart rate is too fast, the person is either under stress, in poor shape, or may have a serious internal problem. The pulse is taken quite often to notice any changes.

As we were touring a different area of the hospital, I asked about the training needed to become a nurse. Mrs. Smith talked about the different types of nurses and their different job duties. An LPN (licensed practical nurse) only goes to school for 2 years, and is only allowed to do certain jobs. An RN (registered nurse) has 4 years of school, and many more responsibilities. They are in charge of the LPNs, as well as nurse's aides, who work in the hospital. Mrs. Smith told me that one of the best places around here to go to school for nursing is Conemaugh. It is located in Johnstown and has an excellent reputation.

I feel that the time I spent with Mrs. Smith was very beneficial. I now know what a typical nurse's day is like. I also learned more about the responsibilities of a nurse, as well as the different types of nurses. Most importantly, I learned what education is required to become a nurse; I now know that this is the career for me.

SENIOR GRADUATION PRESENTATIONS

Scoring Rubric

Student: _____ **Evaluator:** _____

ORAL PRESENTATION

_____ 3 to 5 minutes required if not met, student automatically fails presentation

Advanced (A);Proficient (P)

Basic (B);Below Basic (BB)

- _____ Addresses audience during presentation _____
- _____ Maintains reasonable eye contact throughout _____
- _____ Is relevant to project experience _____
- _____ Uses satisfactory grammar and vocabulary _____
- _____ Sustains appropriate body language _____

VISUAL COMPONENT

Advanced (A);Proficient (P)

Basic (B);Below Basic (BB)

- _____ At least 1 visual; if there is none student fails presentation _____
- _____ Neat/Grammar component _____
- _____ Pertains to the project experience _____
- _____ Demonstrates creativity and originality _____

EXCHANGE/DIALOG COMPONENT

Advanced (A);Proficient (P)

Basic (B);Below Basic (BB)

- _____ Answers questions showing high level of understanding _____
- _____ Demonstrates appropriate knowledge of experience _____
- _____ Sustains proper demeanor/body language _____
- _____ Continues professional attitude during questions _____
- _____ Offers thoughtful responses to posed questions _____

APPEARANCE

Advanced (A);Proficient (P)

Basic (B);Below Basic (BB)

- _____ Appearance/clothing/hygiene/posture are appropriate _____
- _____ Information/Demonstration related to project experience _____

OVERALL RATING (A;P;B;BB) _____

Evaluator's signature _____

JOB SHADOWING RUBRIC

Criterion	Advanced	Proficient	Basic	Below Basic
Proposal	Student submits two or more shadowing experience proposals for different sites that include rationale .	Student submits a rationale for shadowing experience along with a legitimate shadowing site.	Student submits a rationale for shadowing experience.	Student does not submit rationale for shadowing experience.
Placement agreement	Student submits a completed placement agreement(s).			Student does not submit a completed placement agreement(s).
Time	Student has more than 15 hours documented with signature on time log.	Student has 15 hours documented with signature on time log.	Student has 10 hours documented with signature on time log.	Student has 5 or fewer hours documented with signature on time log.
Reflection log	Student has thoughtful reflection of 5 or more items for each experience.	Student reflects on 5 items for each experience.	Student reflects on fewer than five items for each experience.	Student has little or no reflection.
Presentation	Student demonstrates knowledge of the job through oral presentation which includes visual aid. Responses reflect a thorough understanding of job.	Student demonstrates knowledge of the job through oral presentation which includes visual aid.	Student gives oral presentation with or without a visual aid.	Student does not give an oral presentation.
Exit interview	Student provides detailed and thoughtful answers to interview questions. Student's demeanor is appropriate for an interview.	Student provides answers to the interview questions.	Student responses are inappropriate for an interview.	Student does not participate in the exit interview.
Overall rating	Student is advanced in three or more of the above criterion and not below proficient in any category.	Student is not below proficient in any criterion.	Student does not meet graduation project requirements due to a rating of basic in one or more categories.	Student does not meet graduation project requirements due to a rating of below basic in one or more categories.

COMMUNITY SERVICE RUBRIC

Criterion	Advanced	Proficient	Basic	Below Basic
Proposal	Student submits two or more community service experience proposals that include rationale.	Student submits a rationale for community service experience along with a community service plan.	Student submits a rationale for community service experience.	Student does not submit rationale for community service experience.
Placement agreement	Student submits a completed placement agreement(s).			Student does not submit a completed placement agreement(s).
Time	Student has more than 15 hours documented with signature on time log.	Student has 15 hours documented with signature on time log.	Student has 10 hours documented with signature on time log.	Student has 5 or fewer hours documented with signature on time log.
Reflection log	Student has thoughtful reflection of 5 or more items for each experience.	Student reflects on 5 items for each experience.	Student reflects on fewer than five items for each experience.	Student has little or no reflection.
Presentation	Student demonstrates knowledge of the service project through oral presentation which includes visual aid. Responses reflect a thorough understanding of the community service.	Student demonstrates knowledge of the community service through oral presentation which includes visual aid.	Student gives oral presentation with or without a visual aid.	Student does not give an oral presentation.
Exit interview	Student provides detailed and thoughtful answers to interview questions. Student's demeanor is appropriate for an interview.	Student provides answers to the interview questions.	Student responses are inappropriate for an interview.	Student does not participate in the exit interview.
Overall rating	Student is advanced in three or more of the above criterion and not below proficient in any category.	Student is not below proficient in any criterion.	Student does not meet graduation project requirements due to a rating of basic in one or more categories.	Student does not meet graduation project requirements due to a rating of below basic in one or more categories.

INTEGRATED ACADEMIC RUBRIC

Criterion	Advanced	Proficient	Basic	Below Basic
Proposal	Student submits two or more integrated academic project proposals that include rationale.	Student submits a rationale for an integrated academic project along with a project plan.	Student submits a rationale for integrated academic project.	Student does not submit rationale for integrated academic project.
Placement agreement	Student submits a completed placement agreement(s).			Student does not submit a completed placement agreement(s).
Time	Student has more than 15 hours documented with signature on time log.	Student has 15 hours documented with signature on time log.	Student has 10 hours documented with signature on time log.	Student has 5 or fewer hours documented with signature on time log.
Reflection log	Student has thoughtful reflection of 5 or more items for each experience.	Student reflects on 5 items for each experience.	Student reflects on fewer than five items for each experience.	Student has little or no reflection.
Presentation	Student demonstrates knowledge of the subject through oral presentation which includes visual aid. Responses reflect a thorough understanding of subject.	Student demonstrates knowledge of the subject through oral presentation which includes visual aid.	Student gives oral presentation with or without a visual aid.	Student does not give an oral presentation.
Exit interview	Student provides detailed and thoughtful answers to interview questions. Student's demeanor is appropriate for an interview.	Student provides answers to the interview questions.	Student responses are inappropriate for an interview.	Student does not participate in the exit interview.
Overall rating	Student is advanced in three or more of the above criterion and not below proficient in any category.	Student is not below proficient in any criterion.	Student does not meet graduation project requirements due to a rating of basic in one or more categories.	Student does not meet graduation project requirements due to a rating of below basic in one or more categories.