

# Senior Project Manual

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2017-2018

# Introduction

Graduating seniors in English classes at Nevada Union High School take part in an activity called the Senior Project. This year-long project requires students to perform original research, to invest twenty hours in career exploration or community service, and to present their findings and experiences to formal panels composed of Nevada Union staff and community members.

One phase of the Senior Project is comprised of research. Students are allowed to select their own topics related to career exploration or community service. The research process involves a variety of methods of gathering and documenting information including scholarly internet research, personal interviews, books, and multimedia sources. The end result is a research presentation that integrates technology and is accompanied by an MLA-formatted works consulted page or annotated bibliography.

The project phase of the program requires students to invest twenty hours of their own time and results in a tangible product, demonstration, or presentation. Students will be involved in a variety of activities. For the most part, this phase of the Senior Project takes place off-campus and not during school hours; however, some activities require that students be off-campus during school time. Students must obtain teacher permission in advance and, if approved, follow the prescribed procedure for checking out of school.

The culminating outcome for the Senior Project is an oral presentation before a panel of adults, the majority of whom are community members. Students will demonstrate their public speaking skills by delivering a seven to nine minute oral presentation about their project. Students will be able to practice their presentation in their English and/or Gov/Econ class.

The Senior Project is a graduation requirement. All students must pass the formal panel presentation in order to walk at graduation.

## The Senior Project

1. The key to success is to **choose a topic of great personal interest**. You will be spending more than twenty hours on this project, so please choose wisely.
2. The research you do must be connected to your project and is a required part of the presentation. Your research assignment may vary depending on your English teacher. In May, this written research assignment will be shared with all members of the judging panel as evidence of your ability to convey your ideas effectively through writing.
3. As part of your presentation, you are required to use Google Slides (or similar technology with teacher approval). In addition, you may also embed a video (up to two minutes) into your presentation. You must follow the presentation rubric given to you by your English and/or Gov/Econ teacher.
4. Carefully consider the cost. Before committing to a project, brainstorm expenses connected to the project to make sure this is something you can manage. **NOTE:** There is a Senior Project account in the ASB office, and money raised by students should be deposited there under the student/activity's name to later be disbursed by check when the fundraising efforts are complete. See appendix for more detailed information.
5. If you are planning on using Nevada Union facilities (fields, classrooms, etc.), this is something that needs to be completed months in advance of your project. **NOTE:** Since many NU facilities requests are denied due to liability issues, securing a secondary location is strongly advised. Please see Boni Woodland and/or the appendix for specific information about facility use.
6. Consider the time. The Senior Project is a time-consuming project. In order to be successful and prevent yourself from becoming overwhelmed, you must budget your time wisely. The minimum time for the project (outside of class) is twenty hours, but most seniors spend considerably more time on their projects.
7. All projects require approval by your English teacher and the Senior Project Panel.
8. Choose a good mentor -- one who is willing to work with you and to monitor your progress. Mentors must have genuine expertise in the area and must be 21 or older. Parent approval is required on mentor forms. Parents or other relatives may only be mentors with teacher approval. Your mentor must verify in writing (by May 11) the hours spent on your Senior Project. If you do not submit Mentor Verification Forms by 5/11, you may not present on the 23rd or 24th.

## 2017-2018 Senior Project Calendar

Friday	September 8	Materials distributed to students
Wednesday	October 25	English class Activity: Submit Senior Contract Google Form (Mentor name, email, and phone number required)
Friday	October 27	Senior Project Contract deadline Liability and Mentor Agreement forms due
Friday	December 1	Mentor Verification Check #1 Due
Friday	February 9	Mentor Verification Check #2 Due
Friday	April 6	Mentor Verification Check #3 Due
	By April 6	Research component **
	April/May	Oral Presentation Practice **
Friday	May 4	Panel lists to English teachers
Friday	May 11	Deadline for Oral Presentation room/time changes See Mr. Hansen in J-206
Friday	May 11	Mentor verification deadline <i>Students missing forms by May 18 will not present on May 23-24.</i>
	May 15-19	Student completes a tech check in assigned classroom Share Google slide show with head judge
Wednesday	May 23	Oral Presentations
Thursday	May 24	Oral Presentations

\*\*Due dates will be determined by individual teacher \*\*

**Nevada Joint Union High School District**  
**Liability Release Agreement**  
**PLEASE READ CAREFULLY.**  
**THIS LIMITS THE DISTRICT'S LIABILITY.**

1. This agreement is entered into between \_\_\_\_\_ (name of parent/guardian or student if over the age of 18) and the Nevada Joint Union High School District, its officers, employers, agents, servants and volunteers (herein collectively referred to as "District"), concerning the participation of \_\_\_\_\_ ("Student") in the Senior Project (hereafter "activity") at Nevada Joint Union High School District. For purposes of this agreement, the activity consists of \_\_\_\_\_ (describe the activity).
2. The undersigned hereby gives his/her consent for the above named Student to participate in the activity without limitation. Furthermore, the undersigned releases and discharges the District from any and all liability arising out of or in connection with the activity, or all liabilities associated with any and all claims related to such activity, that may be filed on behalf of or for the above named Student.
3. The undersigned further agrees to indemnity and to hold the District and any third parties harmless from any and all liability, loss or damage (including reasonable attorney fees) caused by or arising in any manner from the Student's participation in the activity.
4. For purposes of this agreement, liability means all claims, demands, losses, causes of action, suits or judgments of any and every kind that occurs during the above described activity and that results from any cause, including the negligence of the District.

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Printed Name

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Printed Name

## Role of the Mentor

Dear Prospective Mentor,

One of the most significant roles in the Senior Project is that of a mentor. The student is required to seek out an expert in the field that relates to the Senior Project of his/her choice. Choosing a good mentor is key to the success of this experience. Should you agree to work with this student, you will need to understand the commitment involved. At a minimum, this commitment will include:

1. Verifying time spent outside the classroom on the project.
2. Meeting with the student throughout all phases of the personal project for purposes of instruction and feedback.
3. Signing the necessary forms indicating the successful completion of the personal project.

If you agree to work with this student, please complete the information below, so that the student can return this information to his/her teacher.

Thank you for your dedication to our students and may this experience be beneficial for you both. If you have any questions, please contact Steve Hansen at 273-4431 x2117. Thank you!

STUDENT: Give your mentor this sheet of information on "Role of the Mentor" and obtain the necessary signatures. This mentor sheet is due on Friday, October 27.

MENTOR:

I am interested and willing to work with \_\_\_\_\_  
 (Student's Name)  
 on his/her Senior Project and have received information about my role as mentor.

\_\_\_\_\_  
 Mentor Printed Name

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Mentor Signature

\_\_\_\_\_  
 Phone or Address

I am aware of and approve of my son/daughter's choice of mentor.

\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Date



# Senior Project Presentation

## General Information

### **Presentation Format:**

Each student will have a 20-minute block of time.

Presentation 7-9 minutes

Questions 5 minutes

Evaluation 5 minutes

Remember, you are speaking for 7-9 minutes. In this block of time, you must present your project, connect your research to your project, and reflect on your experience.

Each panel will have an assigned time keeper. Below is the timing schedule:

Green card 7 minutes

Yellow card 8 minutes (be careful - 1 more minute)

Red card 9 minutes (stop! 30 seconds left)

### **Presentation Structure:**

Students must follow the presentation outline given to them by their teacher.

### **Judges' Questions (Five Minutes):**

Judges may ask questions for clarity and further understanding. Your responses will be scored. If there is a question you do not know the answer to, acknowledge the question and mention that you will research the answer at a later time.

### **Dress:**

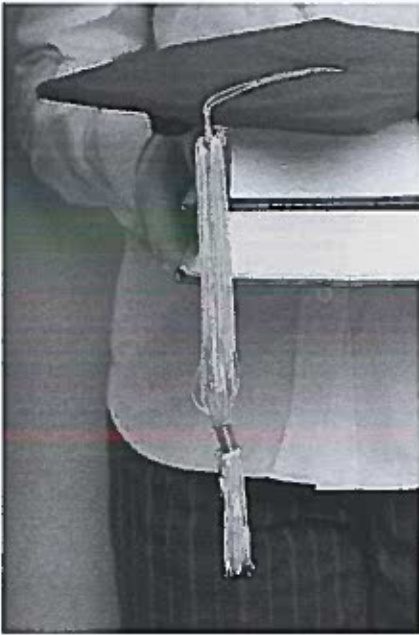
Dress appropriately. Set yourself up for success by looking poised and professional from head to toe. Err on the side of caution: dress conservatively and make sure your clothes are clean and ironed. If this requirement creates a financial hardship, speak privately with your teacher.



## Senior Project Presentation Rubric

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Length of Presentation: _____ min. _____ sec.					
<b>Effective Introduction</b>					
<ul style="list-style-type: none"> <li>● Introduction is creative while stimulating interest</li> <li>● Clearly states name, topic and explains why topic was chosen</li> </ul>		4	3	2	0
		4	3	2	0
<b>Main Body of Speech</b>					
<ul style="list-style-type: none"> <li>● Chronological explanation of your project</li> <li>● Descriptive and specific details of challenges faced</li> <li>● Discusses relationship between research and project</li> <li>● Interesting and creative description of the most valuable aspects from the experience</li> <li>● Ideas are developed, supported, and logically organized</li> </ul>		4	3	2	0
		8	6	4	0
		8	6	4	0
		8	6	4	0
		4	3	2	0
<b>Conclusion / Questions</b>					
<ul style="list-style-type: none"> <li>● Overall reflection of the experience</li> <li>● Presentation provides evidence of new skills or knowledge gained from the experience and explains impact of project on his or her future</li> <li>● Responds completely to questions and demonstrates inherent knowledge about the topic</li> </ul>		4	3	2	0
		4	3	2	0
		4	3	2	0
<b>Technology</b>					
<ul style="list-style-type: none"> <li>● Audio/Visual aide, product, or demonstration is effectively presented and reflects quality craftsmanship</li> </ul>		16	15	14	13
		12	10	8	
<b>Delivery</b>					
<ul style="list-style-type: none"> <li>● Demonstrates well-rehearsed presentation by use of effective eye contact and minimal dependence on notes</li> <li>● Use of appropriate voice inflection and volume</li> <li>● Student poise, posture and gestures effectively engage the audience</li> </ul>		8	6	4	0
		8	6	4	0
		8	6	4	0
<b>Dress and Appearance</b>					
<ul style="list-style-type: none"> <li>● Appropriate and professional appearance</li> </ul>		8	6	4	0
<b>Time</b>					
7-9 minutes					Pass
Under 7 minutes					Fail
Over 9 minutes					Fail
<b>Total Points (out of a possible 100)</b>					
<b>Judge's Comments/Questions</b>					



# Senior Project

## Forms and “How to Do”

for use of Facilities.

- Students might need to have a conversation with the AP in charge of facilities, about their project.
- Facility “Hoops to jump through” are many and take time -so start early!
- A teacher must be the “renter” on the Facility Use form.
- The mentor should also be listed if it is a different person, than the teacher.
- Student should list a fast contact # or email in the event of problems.
- Students should be aware they may have to pay hard cost. (Custodial support, extra theater staff support)
- Any project that has money involved must go to student store and talk to them about “How the Money is Handled”.
- Student should turn in a written project itinerary and flyer advertising the event.
- **Project is not approved until all signatures are obtained**

## Senior Project School Facility Use Steps



Students who want to use the school facilities, such as the Theater, Café, Pool -(or any other school areas), for their senior project need to follow certain steps for a successful booking.

**Step 1. While your senior project idea is being reviewed for approval, check on the availability of the school site you want to use and get an In House facility use form off the school web site, or pick one up at the principal's office. Only the teacher who is supporting you, can fill it out. Have a conversation with Boni (Your Facility booking agent, about what you need to do for your individual project).**

**Reserve Early  
to get the  
Space U want!**



**Step 2. Be aware of cost. If your project is off campus and the public is attending (at a park or other place) you may have to purchase liability insurance. On campus there may be a custodial charge, or other costs associated with your event.**

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**Step 4. Be aware all these steps take time, plan in advance. Until all your paperwork is signed and approved your senior project is not finalized. So Start Early!**

**Your facility Booking Agent: Boni Woodland**  
 HYPERLINK "<mailto:bwoodland@njuhsd.com>"  
[bwoodland@njuhsd.com](mailto:bwoodland@njuhsd.com) 273-4431 ext 2005