The Senior Project 2008: An Overview

Mission Statement: The Senior Project is an opportunity for US seniors to make the transition from our school community to the larger world and to utilize the skills and knowledge they have gained in the classroom. We feel this is best accomplished through the two avenues of career exploration and community service.

General guidelines:
1. One student/project
2. Projects meet everyday 9 a.m.-3 p.m., which is preferred, or the equivalent. Exceptions would be determined by the off-campus advisor and the House staff.
3. No relatives
4. No pay – off-campus advisor signs off on this
5. Take your AP/review and leave campus
6. No on-campus projects at either the Hunting Valley or Shaker campuses.

Projects: Career Exploration, Community Service
1. Community Service is service volunteered by an individual to a civic or nonprofit organization. Such service could include, but is not limited to serving/delivering meals, tutoring, and construction of schools, hospitals, or churches.
2. Career Exploration is an opportunity to examine the relationship between academic achievement, abilities, and interest to career prospects. This is best accomplished, but not limited to working/interning in a field that the student may major in college.

Important Dates/Deadlines:
1. February 19, 2008- receive proposal packet
2. February 22, 2008- tell sponsor which project type interests you
3. March 4, 2008- nonbinding, paper proposal due to your Housemaster. This should include as much information as possible, such as, name of off-campus advisor, telephone nos., etc.
4. March 14, 2008- final, completed proposal due to Housemasters
5. April 2, 2008 - Notification of approval
6. May 5, 2008- Senior Project begins
7. Week of May 27, 2008- Project presentations/defenses take place

Components of Evaluation:
1. Completed Proposal
2. On campus sponsors are responsible for making a "site connection." This can be accomplished by a telephone call or email.
3. Attendance at weekly meetings with on-campus sponsor
4. Off-campus advisor needs to sign off, fill in the evaluation sheet, and possibly write "at least a few sentences" of evaluation.
5. Two page, typed paper. The paper should be both reflective and evaluative of the project and what was accomplished.
6. Presentation/Defense
   A. The presentations will be made to the House staff and to all the juniors in the House during the week prior to the final two days of school.
B. Your project will be evaluated in the following areas:

- Appearance. Jacket, tie, school pants, shoes, etc.
- The presentation itself: 5 minutes, delivered from the paper or note cards. No "winging it." five minutes of Q &A. Ten minutes total.
- How well you answer the questions asked after the initial five-minute presentation.

7. Completion of a letter/note card of thanks to off campus advisor due at the time of the presentation/defense.

Rewards/consequences: Pass/Fail.

1. The reward for passing is the accomplishment that you completed a process from beginning to end. Hopefully, you learned many other lessons along the way.
2. If you fail, your project will be referred to "The Committee." The Committee will include the Headmaster and four other faculty members. They will listen to your revised presentation and decide whether you pass or not.
3. The consequence of not correcting a failure will be to withhold your final transcript. The transcript is an item colleges want before you begin taking classes.
Project Proposal

Student Name ____________________________________________________________

Project Type (circle one)  Career Exploration  Community Service

Off-Campus Advisor ______________________________________________________

Organization _______________________________________________________

Position ____________________________________________

Address ____________________________________________

Phone    ____________________________________________

E mail    ____________________________________________

If you are willing to participate with University School and a senior in this learning experience and have read and agree to the conditions outlined:

• 1 student/project
• The project will meet everyday from 9am-3pm or equivalent
• You are not a relative of the senior
• The student will not be paid for the project

Then please sign and date this form.

Advisor __________________________________________ Date _____________

Student __________________________________________ Date _____________
Senior Project Contract

Part I – To be completed by the student and his parent(s)

We have read "The Senior Project: An Overview" and we have discussed the project proposal. We agree to the conditions presented in the handout, namely

• The project is non-paying.
• The project meets daily from 9am-3pm or the equivalent as determined by the advisor to the project and the House.
• My son will meet with his sponsor every Wednesday during the project period.
• When my son comes to school for any occasion during the project period, such as AP's, he will come dressed for school that is khakis, dress shirt, socks, shoes, etc.
• My son will give a 10 minute presentation to his House staff at the end of the project period.
• A failure of the project/presentation will result in giving another presentation to the Headmaster and a committee of faculty members.
• An uncorrected failure will result in the withholding of the final transcript.

Parent   __________________________________________ Date _____________
Student __________________________________________ Date _____________

Part II – To be completed by the student and his sponsor

Please have the student initial on the line(s) after you have read and discussed the following guidelines:

<table>
<thead>
<tr>
<th>Initials:</th>
<th>Guidelines:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>The project is non-paying.</td>
</tr>
<tr>
<td>_____</td>
<td>The project meets daily from 9am-3pm or the equivalent as predetermined by the advisor and House staff.</td>
</tr>
<tr>
<td>_____</td>
<td>The student will meet with his sponsor every Wednesday during the project period.</td>
</tr>
<tr>
<td>_____</td>
<td>When the student comes to school for any occasion during the project period, such as AP's, he will come dressed for school that is khakis, dress shirt, socks, shoes, etc.</td>
</tr>
<tr>
<td>_____</td>
<td>The student will give a 10 minute presentation to his House staff at the end of the project period.</td>
</tr>
<tr>
<td>_____</td>
<td>A failure of the project/presentation will result in giving another presentation to the Headmaster and a committee of faculty members.</td>
</tr>
<tr>
<td>_____</td>
<td>An uncorrected failure will result in the withholding of the final transcript.</td>
</tr>
</tbody>
</table>

Sponsor   __________________________________________ Date _____________
Student __________________________________________ Date _____________
Off-Campus Advisor Evaluation Form

Student Name ____________________________________________

Advisor Name ____________________________________________

Please fill in the following checklist:

<table>
<thead>
<tr>
<th>Areas of evaluation</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance. Was the student present everyday for the agreed upon timetable?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appearance. Did the student dress appropriately for the workplace?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibility. Did the student perform any and all tasks that he was asked to do?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence. Did the student show any initiative during the project? Did the student work well without supervision?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social interaction. Did the student work well with others in the workplace?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please grade the student for this project. (Check one.) _____ Pass _____ Fail

Additional comments:

__________________________________________ ________________

Signature of advisor       Date
House Evaluation Form

Student Name ____________________________________________

House Name ____________________________________________

Please fill in the following checklist:

<table>
<thead>
<tr>
<th>Areas of evaluation</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>The paper.  Was the paper received on time and in good order?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Off-campus advisor evaluation form.  Was the form received and filled in completely?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly meetings.  Did the student meet with his sponsor during the project period?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation.  Did the student give a 3-5 minute presentation that was either read from the paper or note cards?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q &amp; A.  Did the student answer the questions asked satisfactorily?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appearance.  Did the student come dressed in jacket, tie, school pants, etc?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thank you note.  Was a thank you note/card presented at the time of the presentation?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional comments:

Please grade the student for this project. (Check one.)  _____ Pass _____ Fail

If the student failed please use the space below to describe any areas of deficiency and return this form to the Committee foreman.

Signature of Housemaster      Date