

EVANSVILLE HIGH SCHOOL
SENIOR GRADUATION PROJECT
HANDBOOK



EHS CLASS OF 2015

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EHS SENIOR GRADUATION PROJECT

MISSION STATEMENT

The mission of the Evansville Community School District's senior project graduation requirement is for students to develop personal growth through an experiential and/or service learning opportunity. This culminating self-selected project will serve as the capstone demonstrating students' ability to seek knowledge through inquiry and experience, which in turn will allow them the opportunity to apply their knowledge and growth in all of their future endeavors, benefitting our local and global communities.

PHILOSOPHY

The Evansville Community School District, in active partnership with families and the community, will provide a positive learning environment that challenges all students to achieve personal excellence and become contributing citizens of the world community.

We believe this project will allow our graduates to maximize their personal excellence and contributions to the world community.

SERVICE-BASED/COMMUNITY SERVICE LEARNING PATH

Students will have the opportunity to choose the type of work that they would like to complete in order to meet criteria for their Senior Project. The project choices have been divided into two categories. The first type of project is a service-based or community service project. The second type of project is an experiential or project-based task. The differences between the two types of project learning paths are outlined below.

Service-Based / Community Service Projects

These types of projects are centered on serving others in the community. In order to complete a service project, students must use their time, talent, and ability to better the world around them—either locally, or globally. The project must have a meaningful impact on others. Examples (but certainly not limited to) of projects that fit into this category are:

1. Coordinate Canned Food Drive
2. Coed Elementary Basketball Camp
3. Park Restoration
4. Children's Hospital Fundraiser
5. Sewing Projects for Homeless
6. Blood Drive
7. Shiners' Hospital Golf Tournament
8. Toys for Tots Foundation Drive
9. Run for Youth
10. Sponsor Ethiopian Child
11. Teen Gift Drive
12. Elementary Classroom Assistant
13. Elementary Soccer Camp
14. Make-A-Wish Talent Fundraiser
15. Elementary Cheer Camp
16. Dominican Republic Fundraiser
17. Start Nonprofit Organization
18. Organize Youth Music Event
19. Music Variety Show Fundraiser
20. Invisible Children Awareness
21. 3-on-3 Basketball Tournament
22. Coach Youth Soccer
23. Community Resource Handbook
24. Create Brochure for Teens
25. Create Church Kiosk
26. Create Quilt for Project Linus
27. Run Homework Club
28. Build and Donate a... Bike, Dresser, Entertainment Center, Telescope, Dog House, Acoustic Guitar, Go-Kart, etc...

EXPERIENTIAL LEARNING PATH

Experiential Learning Projects

Projects that fall into this category are centered on a project or experience that the student would like to undertake. The student must be able to demonstrate meaningful growth over time through the completion of their chosen project. Additionally, the student must demonstrate self-improvement as a result of completing the project. Examples (but certainly not limited to) of projects that could fit into this category are as follows:

1. Write Full-Length Movie Script
2. Research Education Reform
3. Train for and Run a Marathon
4. Design Animated Stories
5. Landform & Topography Models
6. Photography Portfolio
7. 4-Tier Stacked Cake Decoration
8. Cooking Portfolio with 15 Recipes
9. Custom Longboard Trucks
10. Film & Edit Wedding Video
11. Vehicle Body Restoration
12. Solo, Duet & Quartet Performance
13. Local Sports History Book
14. Document Life of Grandparents
15. Modern Tattoo Magazine
16. Repair & Refurnish Furniture
17. Enclose Existing Carport
18. Middle Eastern Horse Barding
19. Remodel Bathroom & Build Closet
20. Computer Hacking Research
21. Take Ceramic Lessons
22. Create Comedic Action Comic
23. Build Two-Story Dog House
24. Ski / Snowboard Movie
25. Car Sound System
26. Construct Elizabethan Gown
27. Create Bow Drill Manual
28. Write Full-Length Children's Book

TIMELINE

Completed by April of Junior year:

1. Choose your topic and topic path (personal growth experiential or service learning)
2. Assigned Advisor
3. Complete Project Proposal
4. Obtain Approval signatures
 - a. Principal
 - b. Senior Graduation Project Coordinator
 - c. Advisor
 - d. Parent

May of Junior year:

1. Learning Statement/Outcome Objective:

- **Identify the beneficiaries of your project**

(How does this project help me? How does this project help others? How does this project benefit the community?)

2. Identify the Action Steps

Over summer before and through Senior year:

- **Work towards achieving the action steps and completion of project; complete time logs and acquire necessary signatures**
- **Document (digital video; digital photos; interviews; etc.) progress**
- **Maintain working/improvement status**
- **Achieve 5 checkpoint signatures**

With each action step, students are responsible for reflecting and summarizing success and challenges of the project to that point, including changes that might need to be made.

Reflections may be in the form of online posts (e.g., Nicenet, Google.docs, etc), hard copy journal entries, video/picture diary or any other medium approved by the principal, senior project coordinator, and the advisor.

January or May of Senior year (depending upon approved presentation window):

- **Prepare portfolio and digital presentation**
- **Present to panel of judges**

PROJECT GUIDELINES

- Completed proposal form and contract; acknowledgement of choice of experiential versus community service project
- Signed agreement among student, parent, project coordinator, project advisor, and principal
- Signed project client agreement (if applicable)
- Five signed/completed checkpoints throughout the 12th grade year
- Minimum of 30 invested hours
- Documentation of hours of work via traditional/video journaling and creation of portfolio, which will include:
 - Cover Page
 - Resume
 - Rationale for project selection
 - Goals of project
 - Proposal/description of project
 - Journal entries (written, audio, or video)
 - Minimum of 5, suggested with each entry in log, minimum 200 words per entry
 - Time log
 - Photos/drawings/digital media associated with project
 - Written summary of completed project
 - Personal reflection of learning through project
- Digitally-grounded presentation to panel (may be the digital portfolio or other digitally-based presentation tool – eg., PowerPoint, Prezi, MovieMaker, etc.)
- The successfully completed product/event/project
- Successful project score from dry run by mentor, evidenced by rubric
- A proficient oral presentation score as evidenced by rubric from panel members
- A successfully completed checklist that includes adequate scores on contract, time logs, portfolio, and oral presentation

PROJECT PROPOSAL

Students will need to get a signed project approval by their parent, Advisor, Senior Graduation Project Graduation Coordinator, and by either Mr. Everson or Mr. Cashore.

Evansville High School Senior Graduation Project

Senior Project Contract Proposal

Student Name: _____ Date: _____

Student Email: _____

Parent Name: _____ Parent E-mail: _____

Home Phone # : _____ Parent Work/Cell #: _____

Title of Project: _____

Learning Path: *Service-Learning/Community Service* **OR** *Experiential*

A. ABSTRACT

B. LEARNING PATH/STEPS – *Service-Learning/Community Service OR Experiential*

C. PROJECT STEPS

D. DOCUMENTATION

E. PROJECT JUSTIFICATION

F. ACADEMIC HONESTY

G. COMPLETION DATES

H. COSTS

X _____ (Parent signature to verify their awareness of the costs and source of funding for the costs)

I. CLIENT CONTRACT

See attached document.

Commitment/Authenticity Oath:

“I understand all of my responsibilities in completing this project, including meeting all deadlines, handing in the time log, written report, and completing the oral presentation. I also understand that all work on my Senior Project must be my original work. I will properly cite all sources used in accordance with Evansville Community School District policy. Any plagiarism will invalidate my project and will jeopardize my graduation.”

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

Coordinator Signature: _____ Date _____

Advisor Signature: _____ Date _____

Principal Signature: _____ Date _____

PROJECT PROPOSAL

(SAMPLE)

Students will need to get a signed project approval by their parent, Advisor, Senior Graduation Project Graduation Coordinator, and by either Mr. Everson or Mr. Cashore.

Evansville High School Senior Graduation Project

Senior Project Contract Proposal

Student Name: _____ Date: _____

Student Email: _____

Parent Name: _____ Parent E-mail: _____

Home Phone #: _____ Parent Work/Cell #: _____

Title of Project: Remodel Evansville Community Daycare

Learning Path: *Service-Learning/Community Service* **OR** *Experiential*

A. ABSTRACT

For my Senior Project I plan on remodeling the Evansville Daycare. This remodel will consist of retexturizing the wall surfaces, painting the walls, cubbies and shelves, carpeting the floor, hanging blinds and window treatments. Additionally, I will design floor plans to best utilize the space provided. In order to complete this project the daycare will be funding \$500 (estimated cost of materials). In addition I will organize and hold a bake sale at an EHS Football game. Once Ms. Smith and Mr. Hanke have approved all plans I will begin the remodel with the guidance of my advisor, Mr. Kostroun.

B. LEARNING PATH/STEPS – *Experiential Learning Path*

1. I will need to learn the vocabulary/terms used in remodeling.
2. I will need to learn how to patch holes in drywall.
3. I will need to learn how to prepare a wall for painting.
4. I will need to learn how to pull up carpet.
5. I will need to learn how to create a floor plan.
6. I will need to learn how to use a color chart.

C. PROJECT STEPS

- | | |
|---|----------|
| 1. Contact Ms. Smith from daycare for written permission for remodel of daycare center. | 15 Min. |
| 2. Meet with advisor, Mr. Kostroun, to go over ideas. | 1 Hr. |
| 3. Design plans/layout of remodel. | 1 Hr. |
| 4. Review plans/layout with Ms. Smith, make changes if necessary. | 1.5 Hrs. |
| 5. Purchase supplies. | 3 Hrs. |
| 6. Clear out room. | 1 Hr. |
| 7. Prep walls (clean, scraping, putty holes, sand). | 3 Hrs. |
| 8. Texture walls with guidance | 4 Hrs. |
| 9. Paint walls/window trim. | 5 Hrs. |
| 10. Clean tile floor. | 1 Hr. |
| 11. Put down carpet with assistance. | 2 Hrs. |
| 12. Paint cubbies and shelves (may need prepping). | 2 Hrs. |
| 13. Hang blinds and window treatments. | 2 Hr. |
| 14. Set-up room. | 2 Hrs. |
| 15. Feedback from Mr. Kostroun | 1 Hr. |
| 16. Make changes if necessary; feedback from Ms. Smith | 1 Hr. |
| 17. Send thank you letters. | .5 Hr. |

TOTAL	30 Hrs.
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D. DOCUMENTATION

I will provide documentation with both pictures and video showing me at work. I will also save all receipts, floor plans, letters, etc. My photos will show the room before and after. I will also include feedback from Ms. Smith and Mr. Kostroun. At my presentation, I will have all the documentation listed above as well as a video recording the progress of my work. I will also have wall-to-wall sketches of my original plans as reviewed in my project steps and a letter of evaluation from parents who send their kids to the daycare.

E. PROJECT JUSTIFICATION

This project will be a challenge for me since I have little experience in interior decorating and no experience in remodeling. This will definitely be an experiential learning opportunity, while at the same time doing some good for a local business in the community. I have worked on my own bedroom in the past, but have never done something as significant as this for an audience, which opens it up to others' reviews. I know that the remodeling will challenge my strength and follow through; tearing out carpet and sanding walls are new skills that will require my time and patience. Working with the requests of others for colors and design will also test my communication skills. I will also be forced to work on my fear of talking to adults, in order to obtain assistance and donations. Overall, I feel this project will be a significant challenge and is a valid Senior Project for me.

F. ACADEMIC HONESTY

I know it is illegal to copy someone else's words without giving them credit. It is also illegal to fabricate information and/or have someone else write any part of my paper or do my work on the project. Any of these things constitutes plagiarism and violates the school's Academic Honesty Policy. To do so will result in a failing grade on the paper, the project, or both, and if guilty, I will not graduate, or take part in the ceremony in June 2014.

G. COMPLETION DATES

- April 2014 – Contact Ms. Smith at daycare; request permission to remodel
- August 2014 – Prep and Paint Room
- September 2014 – Complete Project
- January 2014
- April OR
- May 2015 – Present to the panel, then I’m done!

H. COSTS

Estimated costs will be \$500. These costs will include paint, supplies, carpet, window coverings, and other decorations. All costs will be covered by the Daycare Center.

X _____ (Parent signature to verify their awareness of the costs and source of funding for the costs)

I. CLIENT CONTRACT

See attached document.

Commitment/Authenticity Oath:

“I understand all of my responsibilities in completing this project, including meeting all deadlines, handing in the time log, written report, and completing the oral presentation. I also understand that all work on my Senior Project must be my original work. I will properly cite all sources used in accordance with Evansville Community School District policy. Any plagiarism will invalidate my project and will jeopardize my graduation.”

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

Coordinator Signature: _____ Date _____

Advisor Signature: _____ Date _____

Principal Signature: _____ Date _____

I. Evansville High School – Senior Project Client Agreement

Student Name: _____

Dear Prospective Senior Project Client:

To satisfy the requirements for the Evansville High School Senior Project, each senior of the Class of 2014 must complete a project that challenges the student and requires 30 hours to complete. The student must demonstrate learning through an experiential, personal growth project or through a community service project. Many times, these projects benefit an outside person or community member. That person may be you!

In order to carry out this project for you, the student needs to obtain a Project Client Contract. To be a client, you must be someone from the Evansville community with the interest, the time, and the need to have a project completed for you. It is also the role of the student to complete this project to the satisfaction of the Client. Project Clients have the unique opportunity to help a student in a very meaningful learning experience.

Please read the list below to be sure that you qualify as a Project Client, and that you are willing to undertake this partnership with the student named above.

The Project Client:

- Must be an adult, 21 years or older.
- Must be an Evansville community member, including surrounding townships.
- Must be willing to fund the entire material cost of a project (e.g., paint, texture, brushes, etc. for a remodeling project; lumber for a ramped deck addition, etc.).
- Must not be the student's relative.
- Must be knowledgeable in the desired outcome/expectations of the agreed upon project the student has chosen to complete for you.
- Must be willing to sign this contract spelling out the roles and responsibilities of the student and Client after reviewing project proposal and clarifying project expectations with the student.
- May be a staff member of the Evansville Community School District.
- Clients are not required to or responsible for helping the student with the paper or presentation.
- Clients are not required to or responsible for helping the student with the actual project completion, but may be called upon to guide in expectations, desired outcomes.

If you are willing to act as the student's Project Client, please read and discuss with the student his/her project description, explanation of personal challenge, and rough outline of the project. The student is responsible for meeting all deadlines and completing the project. The student should inform you of those deadlines and establish a schedule of meetings with you.

To the Project Client: To help us ensure that the student has an appropriate Project Client, please provide the information requested at the end of this contract. The Evansville High School thanks you, and if you have any questions/comments related to the project, feel free to contact us at eversons@evansville.k12.wi.us.

Name	Phone (day)
Business/Organization	Phone (evening)
Address	Email

Are you willing to meet with student a minimum of 5 hours?	Yes	No
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Please explain your **expectations of this student**:

Please explain your **expectations of this project**:

What will be your **role, your contribution** to the student's completion of this Senior Project?

I have met with this student and discussed the project proposal especially in relation to the Project Steps for completion. I understand the requirements of a Client Consultant and Senior Project, and I agree to be a client for this project. I affirm that I am not a member of the student's family and available to work with this student a minimum of 5 hours.

_____ Date _____
(Project Client Signature)

I understand that as the student, I am responsible for meeting all deadlines, for meeting regularly with my Project Client, and for completing the Senior Project. I understand that my Project Client may help me with the project phase and is not responsible for helping me with my paper or my presentation.

_____ Date _____
(Student Signature)

SENIOR PROJECT TIME LOG

Name: _____

Project: _____

Date	Activity	Time of Day	Hours of Work	Total Time

Advisor's signature after hour completion: _____ Date: _____

SENIOR PROJECT TIME LOG (SAMPLE)

Name: Johny Bluedevil

Project: 2nd and 3rd Grade Co-ed Summer Basketball Camp

Date	Activity	Time of Day	Hours of Work	Total Time
(sample) 7/15/xx	(sample) Met w/ parents/coaches	7-9:30	2.5	2.5
7/18/xx	Set up flyer and practice schedule	4-6	2	4.5

Advisor's signature after hour completion: _____ Date: _____

SAMPLE PROJECT EVALUATION RUBRICS

Senior Project Checklist

Name: _____

Email: _____

Project Components	Completed	Date Completed	Grade	Student Initials	Grad Project Advisor Initials
Proposal			/ 15		
Time Log			/ 20		
Portfolio			/ 30		
Oral Presentation			/ 35		
Final Grade			= 100		

Comments:

Student Signature: _____ Date _____

Project Coordinator: _____ Date _____

As Advisor, I certify _____ has fulfilled the Senior Project requirement for graduation.

Advisor Signature: _____ Date _____

ORAL PRESENTATION SCORING RUBRIC

Student Name:

Project:

Student Mentor:

Grading Scale:	35 – 30	“A” Equivalent
	29 – 25	“B” Equivalent
	24 – 19	“C” Equivalent
	18 – 14	“D” Equivalent
	13 –	Insufficient Presentation

CRITERIA	Superior (5)	Good (4)	Average (3)	Fair (2)	Minimum (1)
Evidence of planning and work put in to the portfolio					
Presentation was 8 to 12 minutes					
Evidence of learning					
Degree of difficulty; integrity					
Risk factor – How much did this project stretch the student?					
Documentation – written and physical					
Quality of final project					

Additional comments:

EHS teacher signature: _____