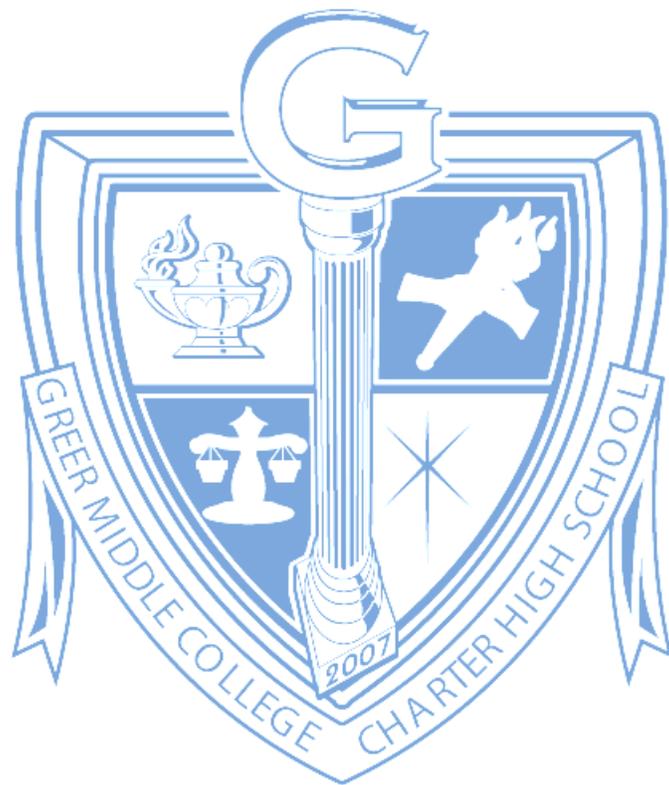


SENIOR PROJECT HANDBOOK 2018-2019



**GREER MIDDLE COLLEGE
CHARTER HIGH SCHOOL**

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Introduction: Why Senior Project?

Students at Greer Middle College will demonstrate their learning through a Senior Project. A Senior Project allows students to be engaged learners. This intense, year-long activity is made up of a portfolio, product or internship experience, and presentation. This project or internship will allow students to show that they have the knowledge, skills, and attitudes to become the following:

A. Self-directed, lifelong learners who...

1. Develop and maintain a sense of commitment to learning
2. Take responsibility for and pride in the quality of performance and products
3. Participate in challenging experiences with perseverance
4. Establish and work toward personal goals
5. Access information from a variety of sources
6. Demonstrate responsible creativity and imagination

B. Flexible workers who...

1. Operate independently with confidence
2. Collaborate effectively and responsibly with both peers and adults
3. Demonstrate skills of decision making, leadership, and teamwork
4. Formulate, write, and carry out a plan
5. Use technology as a tool

C. Complex thinkers who...

1. Analyze situations from multiple perspectives
2. Identify and solve complex problems using knowledge from the humanities, mathematics, science, and the arts
3. Form reasoned judgments

D. Effective communicators who...

1. Listen with a focused and inquisitive mind
2. Search for answers to questions
3. Express knowledge, ideas, and feelings effectively through written and oral language
4. Interact with the community

What is a Senior Project?

The focus of the Senior Project is to engage each senior in a personalized learning experience. It allows each senior an opportunity to demonstrate interdisciplinary skills and knowledge while investigating a specialized area of interest with the assistance of a mentor and a faculty coach. Students create products and project portfolios based on the year's learning, present to community judges, and complete all the assignments and activities of the class.

Rationale

The intention of Senior Project is to allow graduating seniors the opportunity to demonstrate their skills as independent learners. In the place of final exams in core classes, the graduation exhibition will be evidence of each student's ability to solve problems, to organize time and resources, to communicate effectively, and to reflect on oneself as a learner. Each student should choose a project of sufficient interest to remain engaged for the entire year.

Expectations

- Each student will **document** at least **40 hours of active research time in a research log**.
 - Active research will include written notes resulting from personal interaction from human resources such as a formal interview, internship, apprenticeship, or shadowing an expert on the project topic.
 - Active research will include printed resources, including (but not limited to) the following: books, technical literature, and appropriate articles from reputable and credible sources.
 - A Research Log will document the hours of active research time. The log will include date, time elapsed (minutes or hours), and a brief summary of what was learned.
- Each student will **meet all deadlines** and appointments with mentors, advisors, or others associated with the project.
- Each student will produce **notes from printed resources** that include more than just highlighted or underlined passages and must contain **a personal synthesis of relevant information**.
- Each student will include a minimum of ten citations from a variety of sources in the **research** section.
- Each senior project student will write at least **one thoughtful and dated entry in the learning narrative (journal) bi-weekly** from the beginning of the project to the end.
- Each student will complete a project **portfolio**, a **product**, and make an oral **presentation** in addition to completing all of the **class assignments and activities**.
- Each student will document the learning process as to provide a clear progression from beginning to end of product development or internship experience.

**Timeline for Senior Project:
Major Component Completion Dates
2018 – 2019**

Date	Item
August 27 & 28, 2018	Proposals Due
April 11, 2018	Products Due by 3:00pm & Project Showcase 4:00-6:30pm
April 25, 2018	Portfolios Due by 3:00pm
May 16, 2018	Presentations 4:00-7:00pm
May 17, 2018	Last Day for Seniors

*All due dates for assignments will be given during the Senior Project and Internship classes.

Last edited: May 30, 2018

The Four Components of Senior Project

There are four main components of Senior Project: the portfolio, the product, the presentation, and the class. Each component comprises 25% of the Senior Project final grade.

The Portfolio – 25% of final grade

The portfolio is an organized, professional compilation of the Senior Project learning journey:

- It offers an overall perspective of each student's Senior Project, allowing one to plan a purposeful and powerful Senior Project presentation with an abundance of support.
- It provides a place to keep work organized while also documenting evidence of the process from beginning to end, & showing detailed development of the product.
- It allows reflection of the process through the midyear and final reflections.
- It provides a text for others to view the work for grading.

*Any unsatisfactory portfolio is required to be reworked by the student.

The Product – 25% of final grade

This phase of the Senior Project requires each student to create a product that applies the knowledge and skills acquired in the research phase. The product can be anything that represents a learning stretch and is approved by the Senior Project Committee. This is **not** merely a visual aid for the presentation. Instead, it is the end result of the year's work. One might research how P51 Mustangs impacted World War II and then create a series of digital stories, or investigate how to become a luthier and then build an electric guitar. A student may find that he/she wants to research the history and techniques of sewing and then design an original collection of purses, or he/she may even start a business.

Not all products are tangible. One might research fashion marketing and then, in conjunction with a local department store, direct and produce a spring fashion show. In this kind of situation, the proof of product, or evidence of work, could be a video/DVD of the event or a scrapbook of photos and documents related to the event.

The product is the chance for each student to showcase his/her talents, but most importantly, it must **address the driving question** based on what is learned from research and compiling the portfolio.

For interns, the Business Partner will assign an internship grade to replace the product portion of Senior Project.

All students will showcase products and internship experiences during the Project Showcase in April.

Note: Except for extraordinary circumstances, product events may not be presented on the school campus. Students need to make arrangements within the community.

The Presentation – 25% of final grade

The culminating activity is the presentation. The presentation will take place on an evening in May, and will be a celebration of each student's accomplishments. Dressed in business attire or an outfit appropriate to one's specific subject, students will stand before a panel of judges and present a twelve to fifteen-minute speech about independent research and the product and then answer any questions judges may ask. The portfolio will be present in the room for the judges to review.

Cohort Class Grade – 25% of final grade

Two critical elements of Senior Project are the overall participation and meeting of all deadlines. A pattern of missed deadlines or lack of participation in the cohort class will result in a parent conference and/or a meeting with the Senior Project Committee. Students must realize that class grades are determined by assignments and participation in class activities and understand that it will be necessary to assign Office Hours to any student whose grade is below satisfactory.

The Senior WHAT? Terminology

This page will help you to understand the vocabulary of the Senior Project.

Benchmark Assignment: Certain assignments are of particular significance and indicate student progress. Failure to complete a benchmark assignment on time will result in a major grade deduction and a mandatory meeting with the Senior Project Committee.

Business Partner: A member of the local business community who partners with the school to guide a student during his/her internship in a particular career field.

Clarifying Questions: Student-generated questions that are meant to supplement the driving question to guide the student through the process.

Cohort Class: This is the Senior Project class. Refer to page 6.

Driving Question: Students create an overarching project question that they will answer upon product completion. The DQ, or essential question (EQ), is a broad based, open-ended question that guides the student's research and product. The interest factor is important because it will provide staying power as students seek answers to the questions.

Internship: Internship is a different branch of Senior Project that pairs students with local business partners and replaces the product portion of Senior Project.

Journal: Senior project students write bi-weekly learning narratives describing and evaluating their efforts. There must be a minimum of 12 journals that show progress and reflection. Journals are usually due every other Friday by 1:30 and must include 1) time spent working, 2) accomplishments, 3) evidence of problem solving, 4) a personal reflection, and 5) next steps. Refer to the journal template, examples, and rubric online.

Mentor: A person from the community that is an expert in the field of research for individual projects. Students will ask him/her to help throughout the process, interview him/her, and use him/her as a source of information for work on the project. The mentor will work with each student to provide assistance and guidance. Refer to pages 19-21, and 29.

Monthly Timeline: Students will maintain a timeline of goals beginning in October and ending in April that pertain particularly to their product completion. In class, before the beginning of each month, students will establish a minimum of three goals for that month. At the end of the month, students will complete a positive or negative reflection on their goals, indicating whether or not they were met. Then, students will establish new goals for the subsequent month. The timeline template is available online.

Panel of Judges: This group of people will be the audience for individual presentations in May. They will evaluate and score students' presentations. The panel will be comprised of members of the community, and may be experts in the project's field of study. Refer to page 28.

Portfolio: This is a binder of information about the student's project. Students will work on it throughout the year during their actual class period. GMC faculty and staff grade final portfolios. Refer to pages 6 and 16 (SPI page 17).

Presentation: This is the last component of the project. In May, students will make a presentation in front of a panel of judges, telling them about the project/internship experience, learning stretch, and/or product work. It must reflect the year's effort and clearly address the driving question. Refer to page 6.

Product: One of the four components of the Senior Project is for students to produce some sort of product. This is the physical object that a student makes, the event that a student sponsors, etc. It is not simply just a visual aid for the presentation. Refer to page 6.

Proposal: The project proposal provides an overview along with a learning stretch justification. Your proposal will be 1) approved, 2) not approved or 3) approved on condition. If your proposal is conditionally accepted or not approved, you must resubmit your proposal by the revised deadline. Students are allowed one resubmit. After a single resubmit, the student will need to meet with the committee for a project to be determined. Refer to page 11.

Senior Project Coach: The faculty instructor of the Senior Project cohort is the coach. This coach will help tweak ideas for the project, ensure that students stay on schedule, and will help students practice for the presentation.

Senior Project Committee: This is a panel of faculty members, appointed by the chairman and approved by administration, who will approve topics, hear explanations of missed deadlines, consider appeals, grade final products, and assist with other problems students may have during their work on the project. To meet with the committee, students must request an appointment in writing using the appropriate form (see page 25). Any necessary interpretations of the Senior Project guidelines and requirements will be made by the Senior Project Committee. If during the year a student is doing unsatisfactory work, the student will submit an improvement plan and meet with the committee to discuss implementation.

Project/Internship Ethics Policy

Your own ethical behavior ensures the integrity of your Senior Project. Conducting yourself ethically while working on the Senior Project means doing the right thing as you work on all parts of this project.

One obvious ethical violation is plagiarism. GMCCHS has a policy regarding plagiarism that also applies to the Senior Project/Internship. This policy can be found in the student handbook. According to Merriam-Webster's Dictionary, plagiarism is defined as "to steal and pass off (the ideas or words of another) as one's own" and to "use (another's production) without crediting the source."

Another kind of plagiarism that applies to this project is the act of passing off someone else's work as your own, particularly in regards to the product phase of the project. If someone else completes any part of your product, you are not allowed to pass off the work as your own.

Lying and forgery will not be tolerated in Senior Project/Internship.

Students suspected of academic dishonesty will be required to appear before the Senior Project Committee and demonstrate the originality of all their Senior Project work. The committee will then determine the action to be taken.

The best way to avoid plagiarism is simply to give credit where it is due. If you have any questions, ask your project coach.

Ethical behavior also extends into presenting yourself truthfully and honestly during the final presentation portion of the project. You are not allowed to embellish the truth; if your project did not go as planned, or even if it failed altogether, you must be honest with your panel of judges.

As required, senior project students/interns must respect confidentiality policies of mentors or business partners.

If it is suspected that you have behaved unethically during any phase of the project, you will meet with the Senior Project Committee, which will determine your penalty. Your parents will be informed of their decision if they determine that in fact your behavior was unethical.

We acknowledge that we understand and will abide by the ethical behavior policy and accept appropriate consequences as determined by the Senior Project Committee in the event of a violation.

Student's Signature & Date

Parent's Signature & Date

Troubleshooting

During the course of the year, you will have many opportunities to work with your coach. Communication between you and your coach is critical. Unfortunately, some students will experience problems. If you are faced with a problem and cannot figure it out yourself, you have three avenues of support:

Mentor: Your mentor is an expert in your field. Any technical difficulties you may have will best be addressed with help from your mentor.

Project Coach: The coach is your first advocate. Ask questions. Any difficulties should first be addressed here. Such difficulties may include the following:

- 1) Lack of help from your mentor
- 2) Locating more research sources
- 3) Difficulty narrowing your project or defining the product

Senior Advisory Committee: This committee has the final ruling on all issues. They are designed to help you, but they are a last resort. If you wish to speak with the committee, you must make an appointment. The committee will rule on the following:

- | | |
|-------------------------------|---|
| 1) Late work/missing deadline | [ruling could be extension or penalty] |
| 2) Grade appeals | [ruling could allow student to present again] |
| 3) Plagiarism/forgery | [see Ethics Policy] |

Project Proposal

Name:

Date:

Topic:

Driving Question:

Project Description:

Project Justification (Learning Stretch):

Prior Knowledge of Subject:

Senior Project Committee:

Approved

Not Approved

Approved on Condition

Notes:

Name of Committee Member (please print)

Signature of Committee Member

Long Range Project Plan

A formal project plan will be submitted to the Senior Project Coach for final topic approval. The Senior Project Coach will request a committee meeting if necessary to discuss specific concerns with any given proposal/project plan. The purpose of the formal proposal/long range planning process is to ensure consistency of rigor and that all topics have an active research component around an effective driving question. When the project plan is approved, it becomes a binding performance contract. Any major alteration to this project plan must be approved via a project revision form and the approval of the Senior Project Committee.

Your Long Range Plan must include the following items:

A. Abstract

The abstract should paint a picture of what you plan to do. An abstract describes the general scope of your project. It includes the general details needed to complete your project. Your abstract gives the reader a clear idea of exactly what you are going to do and how you plan to do it.

In order to write an abstract, you must address the following questions: (Some questions may not apply to your specific project – answer as many as possible.)

- What is the title of my project?
- Why is this topic interesting to me?
- What is my driving question?
- What are my clarifying questions?
- What will my product be?
- Who will be a qualified mentor to help me with this project?
- When/where will my project take place?
- Who will participate or benefit from my project?
- If my project involves a presentation, who will be the audience? What type of presentation will I plan?
- What type of materials will I use?

B. Learning Skills

During this part of the proposal, you need to list the skills that are needed to complete the project. These must be skills that will be learned independently or with the assistance of your project mentor. If you are not learning any new skills, this project may not be enough of a stretch for you.

C. Project Steps

You need to generate a list in sequential order of all the steps that are needed to complete the project. These should include the most basic and the most complex steps. Brainstorm and break down the process for each task. Take time to consider each task from beginning to end.

D. Product and Project Justification

Explain why this is a quality project for you. Your coach and the Senior Project Committee must agree that this is an appropriate project for you that can justify the individual learning stretch. Spend thoughtful time formulating your project. Describe in

detail exactly what you intend to do for your product. In this step, justify why your choice of project is appropriate for you, considering such areas as prior background, skills, talents, and the learning stretch. Why is this project going to be challenging for you? What do you want to accomplish? Explain the relationship between your product and your driving question. How does the completion of this product help you answer your driving and clarifying questions?

E. Cost

If there are costs, make a budget, detail the source of the money and explain how the money will be used.

F. Academic Honesty

In your own words, define academic honesty, plagiarism, and your understanding of these policies and consequences. Senior Project demands a high level of integrity on your part in every phase of the process. We recognize that most of the project will be done without the close supervision of a classroom teacher. All work you present for any portion of your project must be your own. When you are presenting work that is not original, you must acknowledge the use of such work by properly documenting the source. (Refer to the Project Ethics Policy)

G. Classify your Senior Project into one of the following areas.

Agriculture, Food & Natural Resources
Architecture and Construction
Arts, AV Technology & Communications
Business, Management, & Administration
Education & Training
Finance
Government & Public Administration
Health Science
Hospitality & Tourism
Human Services/Family & Consumer Sciences
Information Technology
Law, Public Safety & Security
Manufacturing
Marketing, Sales, & Service
Science, Technology, Engineering, & Mathematics
Transportation, Distribution & Logistics

H. Sign and date your long range plan

Your written Long Range Plan should be substantial enough to answer the guiding questions thoroughly. The expectation is that this plan will be clear and detailed, and will be logically organized and word-processed. It will be given to your Senior Project Coach (on or before the deadline) for approval.

Research Guidelines and Hints

Conducting effective research is an essential component of your Senior Project. To begin your Senior Project, you must have an engaging topic. Here are some steps that will help you refine your topic so that you can begin the research process:

- Browse through textbooks, magazines, encyclopedias, and newspapers for ideas. Pick something you are really interested in—a hobby or passion is a good place to begin.
- From the topic, you should develop questions that will guide the research and point you toward a problem that you will try to solve. *Who, what, when, where, why* and *how* questions will help you get started.

Once you have your guiding questions, you are ready to begin the research. You should use many different sources and kinds of sources to help you in your quest—**ten different sources are required**. You need to make sure that you use both primary and secondary sources in the research process. Refer to OWL Purdue for additional information.

Primary Sources are those materials you are directly writing about. They are actual records that have survived from the past. These are the “raw materials” of your research and can be materials such as letters, works of art, tools, artifacts, photos, video, census data, diaries and recordings. Interviews you conduct are also primary sources.

Secondary Sources are books, articles, and accounts which others have written reporting results of research. Textbooks are examples of secondary sources.

All resources must be cited using MLA format.

There is a log on the website to assist you with your research. Use it to keep track of your hours spent and types of research utilized.

Make sure that your sources are **credible** and **varied** in type. As a guideline, use no more than three of the same *type* of source (i.e., a max of three interviews, three books, three websites, three internet articles, three journal articles, etc.) Consult OWL Purdue's research guidelines to ascertain the credibility of your sources.

Reflective Essay Guidelines

In this paper, you will consider and assess the integrity of your process. This final, thoughtful piece of writing is perhaps the most important aspect of your project. Just as you have applied your research to make your project your own, it is important to keep in mind that your final paper indicates reflection not only of your entire project, but also of you as a learner.

Use these questions to guide your essay:

- ✓ How have you sought clarity and accuracy in your research?
- ✓ What standards have you generated and maintained during this process?
- ✓ What have you discovered about your ability to plan?
- ✓ How have you learned to use resources?
- ✓ What were your two biggest obstacles or frustrations?
- ✓ How have you learned to solve problems?
- ✓ What are some of the important skills and knowledge you have gained?
- ✓ How do you intend to use the knowledge and skills you have gained?
- ✓ What have you discovered about your own thinking?
- ✓ What have you learned to value about yourself in this process?
- ✓ How has your active research been applied?
- ✓ What do you feel are your two greatest accomplishments during the course of your project? Explain.
- ✓ Based on the rubrics, what do you feel are the strengths and weaknesses of your project?

Your paper must be typed in MLA format and three to five pages long. Some additional hints are below:

- Remember to use the Portfolio Rubric when writing your essay.
- Frame your struggles in a positive manner to show growth.
- Connect research to product and product development.
- Remember this is not to be a timeline or summary of your work but a **self-reflection** of personal growth.

Portfolio Requirements- Senior Project

Your portfolio is a personalized tracking of your involvement in this experience and should encourage your active learning and reflection on the process. The checklist below contains items that are required in the portfolio. All documentation will be compiled in a large binder (or in digital form), will be neatly organized, and will be indexed with tabs that clearly mark each major section listed below. Only one binder may be submitted for scoring.

Listed below are the sections, the contents, and the order you must use.

Requirement	Present	Comments
3 Ring Binder with Name on Outside		
• Sheet Protectors		
• Labeled Dividers		
• Title Cover Sheet		
• Letter of Introduction to Judges		
• Table of Contents		
Classroom notes/ handouts (tab #1) <i>*Optional*</i> <i>If not included, Essential Papers will be tab #1</i>		
• Cover Sheet for Section (if present)		
Essential Papers (tab #2)		
• Cover Sheet for Section		
• Parent Approval Form		
• Project Ethics Policy		
• Project Proposal		
• Project Long Range Plan		
• SLC Reports (2)		
• Quarterly Portfolio Checks (1-4)		
• Faculty Progress Checks (1-4)		
• Midyear and Final Reflections		
Journals or Learning Narrative (tab #3)		
• Cover Sheet for Section		
• 12 Reflective Journals		
Evidence of Research (tab #4)		
• Cover Sheet for Section		
• 10 Sources with Notes and Evaluation		
• Research Log		
Mentor (tab #5)		
• Cover Sheet for Section		
• Mentor Contract		
• Mentor Meetings 1-5+ (Signed)		
• Mentor Evaluation of Student		
Product Development (tab #6)		
• Cover Sheet for Section		
• Timeline of Monthly Goals		
• Evidence of Product Work: blueprints, pictures, documents, notes		
Additional Items (tab #7)		

*Should you choose to present your portfolio as an e-portfolio, or in any digital form, you must have approval from the faculty coach and committee.

Portfolio Requirements - Internship

Your portfolio is a personalized tracking of your involvement in this experience and should encourage your active learning and reflection on the process. The checklist below contains items that are required in the portfolio. All documentation will be compiled in a large binder, will be neatly organized, and will be indexed with tabs that clearly mark each major section listed below. Only one binder may be submitted for scoring.

Listed below are the sections, the contents, and the order you must use.

Requirement	Present	Comments
3 Ring Binder with Title Cover Sheet and Name		
• Sheet Protectors		
• Labeled Dividers		
• Title Cover Sheet (same as outside)		
• Letter of Introduction to Judges		
• Table of Contents		
Essential Papers (tab #1)		
• Cover Sheet for Section		
• Resume		
• Project Ethics Policy		
• SPI Student Agreement		
• SPI Business Partner Agreement		
• Quarterly Portfolio Checks (1-4)		
• Faculty Progress Checks (1-4)		
• Midyear and Final Reflections		
Journals (tab #2)		
• Cover Sheet for Section		
• Approximately 12 Reflective Journals (final number to be determined)		
Research (tab #3)		
• Cover Sheet for Section		
• 10 Note Taking Guides		
Calendars (tab #4)		
• Cover Sheet for Section		
• Signed Calendars (Sept – April)		
• Internship Hours Spreadsheet		
Business Partners (#5)		
• Business Partner Meetings 1-4 (signed)		
Evidence (tab #6)		
• Cover Sheet for Section		
• Table of Contents		
• Evidence of Internship – “tells the story” (20 annotated pieces minimum)		
Additional Items (tab #7) (If needed. May include classroom notes/ handouts, etc.)		

Parental Approval Form Senior Projects - GMC

Date: _____

As the parent/guardian of _____ (**student name**), I am aware that he/she will complete a Senior Project. I understand that my student has committed to doing a year's worth of work on this project, and that this Senior Project counts as his/her final exam grade in all non-college courses. I also understand that the Senior Project is a requirement for graduation as based upon our school's charter. This commitment cannot be broken after the submission and acceptance of the project proposal to the Senior Project Committee.

In an effort to help my student transition successfully to adulthood, I acknowledge that it is my student's responsibility to advocate for him/herself and communicate with his/her mentor, and will only intercede if a) there is an emergency, or b) the coach or committee contacts me.

I have read and fully understand all of the requirements and deadlines for the Greer Middle College Senior Project contained in the *Senior Project Handbook*. I also understand Senior Project is a faculty-wide endeavor and that my student's final Senior Project grade will be shared with all faculty members.

Parent/ Guardian Signature _____ Date _____

Please print your name, numbers, and email address below.

Name _____

Phone #1 _____ Phone #2 _____

Email Address _____

Mentor Contract

I hereby agree to be a mentor for _____.
(Student's Name)

I understand that my responsibilities include meeting/communicating a minimum of five times with the student and signing the mentor contact form each time we meet. I realize that my position as a mentor is primarily one of advising and giving technical assistance when appropriate and not to "do" the project for the student. I will also complete a final evaluation of the student and product.

Please contact the Senior Project Coach, at 864-469-7571 with any questions or for discussion.

Signature _____

Mentor, please *print* the following information:

Name _____

Position / Expertise

Address

Phone Number _____

Student, please *print* the following information:

Description of Project:

My mentor will help me with...

Coach Initials: _____

Date of receipt by Coach: _____

Mentor Contact Form

Date _____

Plan for this meeting (to be filled out by student before the meeting):

What was discussed or accomplished:

How did this meeting impact the product or the overall plan for the Senior Project?

Student Signature _____

Mentor Signature _____

Please contact the Senior Project Coach at 469.7571 with any questions or for discussion.

Student Evaluation Form

(To be filled out by the mentor after final meeting)

Mentor Name _____

Student Name _____

Date _____

1. Did the student contact you in advance to schedule meetings and was he/she respectful of your schedule and needs?

2. Was the student on time and professional during your meetings?

3. On a scale of 1 to 5 (1 being the lowest and 5 being the best) please rate how successful you feel the student was in learning and improving from your expertise. Please include comments and examples when possible to illustrate learning moments.

4. How pleased are you with the student's overall development and ownership of their product?

Mentor Signature _____ Date _____

Faculty Sponsor Form for a Production

To be completed by student and signed by appropriate faculty members only if school facilities are needed for afterhours use.

Student's name: _____

Brief description of proposed Senior Project:

Where will your production take place?

Proposed schedule for rehearsal and production:

As a faculty member must be responsible for any school activity, I understand and agree to support this student's work as a faculty sponsor. I agree to submit minimum measurable requirements in regards to the product itself, to the student, and the Senior Project Committee. I also agree to attend the production and be the person in charge. I understand that the student will inform me at least two weeks in advance of any time I am needed.

Signature of Faculty Member & Date

Printed Name of Faculty Member

Senior Project Pre-Arranged Absence Form

Obtain parental permission then administrative approval. Turn in this form at least three days before the scheduled workday to Mrs. Clark in order to leave campus. You must also return this form to Mrs. Clark and Ms. Earle/Mrs. Bishop, signed and dated by the individual supervising your work in order to excuse the absence. Understand that all missed work must be made up per the school's policy, and that work due on the date of the absence must be turned in ahead of time. Please also have the project supervisor provide their contact information.

_____ needs to:
(Student name)

- | | |
|---|---|
| <input type="checkbox"/> Meet with mentor | Mentor's Signature: _____
Name (printed): _____ Contact Info: _____ |
| <input type="checkbox"/> Meet with professional | Professional's Signature: _____
Name (printed): _____ Contact Info: _____ |
| <input type="checkbox"/> Work on product | Product Work Supervisor Signature: _____
Name (printed): _____ Contact Info: _____ |
| <input type="checkbox"/> Work on portfolio | Portfolio Work Supervisor Signature: _____
Name (printed): _____ Contact Info: _____ |

and will not be reporting to school on _____.

I understand that it is my responsibility to contact my teachers for any work I may miss.

_____ Student Signature

_____ Parent/ guardian Signature

_____ Administration Signature

Senior Project Coach Initials: _____

Senior Project Appeal and Resubmit Form

Use this form to officially notify the Senior Project Committee that you would like to appeal or resubmit one portion of your senior project grade.

Procedure

Complete the questions below, and submit this typed and printed form to Mr. Stone. Forms will not be accepted by any other means.

If you plan to appeal or resubmit more than one part of your grade (e.g., product OR portfolio), you must fill out a form for each part. ***Combined forms will not be accepted.***

Please plan to submit any relevant documents that may help in your appeal, including your portfolio and the teacher comment sheets regarding the portfolio, as well as your product and any other document the committee may request. Failure to do so may hamper your ability to prove your grade should be changed.

Check the one that applies.

I am appealing and following the appeals procedure.

I am not appealing, but wish to resubmit. I will provide a written summary of the changes made along with my resubmit.

Questions for Appealing:

Which portion of your senior project grade are you appealing? (Please list only one – if you appeal more than one part, please submit a form for each):

List the grade you received on that part of your project:

List the grade you believe you deserved:

Explain why you believe your grade should be changed. Be sure to include any arguments or details that may be relevant for the committee to hear:

Committee Meeting Request Form

Use this form to officially notify the Senior Project Committee that you would like to request a meeting.

Procedure

Complete the questions below and email this form to Mr. Stone at rstone@greermiddlecollege.org. Requests will not be accepted by any other means.

Questions

Why are you requesting a meeting? Be specific.

Provide three possible meeting dates and times. Times must be after school hours.

Senior Project/Internship Policies

Appeals - All students, including those who received a zero, may appeal a non-mastery final grade. Of the four senior project components, the class grade is the only major grade that cannot be appealed. Also, internship grades may not be appealed. The only exception for appealing portfolios, products, or presentations is those students who received a zero or penalty for plagiarism or unethical behavior.

Appeals must be delivered to the committee chair and coach in writing within three days of receiving the grade. Students must use the form found on page 24. The appeal should address why the student feels he/she received an unfair grade on that specific component and why he/she deserves the grade re-consideration. All appeals must be submitted by the student. The Senior Project Committee will not entertain appeals from parents, teachers, mentors, etc.

After receiving an appeal, the committee will meet to make a decision. The student may not be present during the committee's deliberations, but should be available for questioning if needed.

The Senior Project Committee has three options: it may decide the appeal is unfounded and the grade stands, it may decide the appeal has merit and grant a re-grade of that particular component, or it may decide the appeal has merit and change the student's grade.

The student will be informed of the committee's decision immediately after the meeting. All re-grades must occur within three days. The grade from the granted re-grade or the decision by the committee is final and may not be appealed again.

If a student has not achieved mastery on product, portfolio, or presentation (and does not wish to appeal his or her grade), that student may work with the coach to resubmit and receive a grade based on the 70/30 ratio for re-grading per school policy (not capped at 80%). Resubmit date(s) will be determined by the committee, but must be requested using the Appeal and Resubmit Form within two days of receiving the non-mastery grade. A written summary that details the changes made must be provided along with the resubmit.

**Appealing denied proposals- If a student's project idea is not approved, he/she may resubmit a new proposal before the reassigned deadline, but may not appeal the committee's decision. Neither the Senior Project Committee nor the principal will entertain any communication from parents.*

Class Attendance - Students may not leave regularly scheduled classes to work on Senior Project. Students with open periods must have administrative approval and approval from Ms. Earle or Mrs. Bishop to stay in the Senior Project classroom during an open period. The appropriate times for extra help are during the scheduled Senior Project class and during office hours.

Collaboration- For the 2018-2019 school year, five projects (ten students total) may be approved that allow for collaboration between students. No more than two students may complete each collaborative project. Collaborative projects require students to complete individualized research and portfolio work, but partners will submit one product. Also, students will present individually. The approved proposals are binding for the school year.

Commitment - Students are considered committed to the Senior Project as they begin their senior year and the Senior Project class. As such, seniors are not allowed to transfer out of senior project for another elective class. GMC's charter requires the class and it is essential to the success of GMC seniors.

Components – Each Senior Project will consist of a product, a portfolio, a presentation, and a cohort class. Each portion will count equally in the grade.

Chairman – The Senior Project Chairman will chair the Committee and organize the presentation day with the help of the Development Coordinator and Senior Project Coach. The Chairman will also arrange for the faculty to grade the portfolios.

Exam Policy – The Senior Project final grade must be used as the second semester exam grade in all high school classes, with the exception of the Teacher Cadet class. This course will count as ten percent of the second semester. In college or dual-credit classes, the teacher does not count the Senior Project final grade as the exam grade, and the student is required to complete that class' final exam. There is no final exam for Senior Project.

Final Grades - To determine the student's final grade, the four category grades of Senior Project are averaged- the product, portfolio, presentation, and class.

Grading- The committee and coach will grade the *product*. Business Partners will grade the *internship*. Faculty members from GMC will grade the *portfolio*. The judges' panel will grade the *presentation*. Rubrics for each component are available online.

Handbook - All guidelines for the students must be published in the Senior Project Handbook, which will be approved by the committee before it is distributed to the students. The committee will revise the handbook each year. It will include all major deadlines and the Senior Project Policies. The handbook will be available on the GMC website no later than the first day of class.

Judges' Panels – Judges' panels will grade the *presentation* for each student. Each panel of judges for the presentation will consist of experts in the field (determined by the category the student chose in his project proposal) OR community members and professionals. All panels will use the scoring rubric provided to the students in advance.

The panels should be trained in how to use the rubrics prior to beginning the grading. A judge indicates his consent to the grade by signing the final evaluation form.

No one should volunteer background information about a student to a judges' panel, but people should answer honestly any reasonable direct question asked about the student. The judges will not be given any information that may bias their grading. No one may ask questions of a presenter during the presentation except a member of the judges' panel.

Major Deadlines – It is imperative that deadlines are met to avoid falling behind. The research section must have at least ten entries to be considered complete. After the deadline, the student may add sources as needed.

Products and portfolios may not be changed after they are submitted.

When dealing with a student who misses a major deadline, the Senior Project Committee will either grant an extension based on a student appeal or penalize the student based on the 70/30 ratio per school policy.

Mentors - Each student must have a mentor and the Mentor Contract must be submitted to the coach with the project proposal. A project will not be approved without a mentor. A mentor cannot be a member of the GMC faculty or staff and cannot be a relative of the student. A mentor must be at least 25 years of age and have extensive experience in the field of the student's project. The coach must approve each student's mentor. The coach will indicate approval by signing the Mentor Contract before it is submitted to the committee.

Each student will be required to meet five or more times with his mentor before the completion of the product. Five (5) meetings/communications are the minimum but more are often useful and show extra effort on the student's part. The meeting may be in person or via an electronic format. Acceptable electronic meetings include substantive instant messaging and email conversations. The student must submit the Mentor Contact Form in addition to a copy of the entire electronic discussion to the Senior Project Coach. This documentation should also be included in the student's portfolio. Mentor forms and final evaluation must be signed by the mentor.

Any exceptions to the mentor requirement must be approved by the committee.

Originality – No more than two students will be approved for similar projects. Original ideas are strongly suggested.

Policy Changes – All policy changes must be approved by a majority vote of the Senior Project Committee, and students are to be notified as changes occur.

Pre-Arranged Absences – Seniors are allowed two (2) absences to meet with their mentor or for another reason related to working on the Senior Project. **The prearranged absence form (see page 23) must be completed, signed and turned in to Ms. Earle/Mrs. Bishop at least three school days prior to the absence.** Upon return, the student must present the signed mentor contact form to Ms. Earle if they have met with their mentor. Failure to do so will result in an unexcused absence. If not meeting with mentor, student must provide evidence of project work and a signature with contact information for the person supervising the work.

Presentation Visitors - No one is allowed in the presentation room except the presenter, judges, and student timer selected by the committee. The presenter and student helper will leave the room before the judges deliberate. The exceptions include: 1) a student desiring to be videotaped during the presentation, or 2) a mentor wishing to observe his or her mentee's presentation. All requests for exceptions must be made in writing by May 1 to the committee for approval. *Note: Business Partners may observe intern presentations, but may not judge interns.*

Product Change Requests- No student will be allowed to submit a product change request after February 1 of each year, unless there is an emergency or medical excuse. Refer to page 26.

Productions – No student may use work on a production that is preexisting with any organization as the product for their Senior Project. All productions that are Senior Projects will be considered school functions. All school rules and standards will apply to the event.

Any student proposing to use a production that requires the use of school facilities as his or her product must obtain a faculty sponsor. The faculty sponsor must be in addition to the student's mentor. The faculty sponsor must also agree to attend the production. The faculty sponsor form must be completed by the student, signed by the faculty member, and turned in with the project proposal.

All productions must be videotaped for submission.

Progress Checks – Each senior is required to meet with a faculty or staff member throughout the year. The senior will schedule the meeting. There will be one meeting per quarter.

Project Long Range Plan - When approving long range plans, the coach should consider the following: the topic, the driving question, project rigor, topic appropriateness, project length and evidence of research. A project will not be approved without a mentor. If the student proposes a production as the product or plans to use the school facilities, the project will not be approved without the appropriate faculty sponsor sheet. Once a project is approved as written, the student may not change the topic of the project without prior committee approval. The student may not change any aspect of the project, including the product itself, without committee approval. If the student deviates from the plan and it negatively reflects on the grade, the committee will not be held responsible.

Each long range plan will be read by the Senior Project Coach. If necessary, the coach may submit to the committee for review. If any committee member requests a meeting, the student must attend the meeting to answer questions about the project.

Rubrics - All rubrics (product, portfolio, & presentation) are posted on the Senior Project Coaches' websites.

Scheduled Committee Meetings - The Senior Project Committee will have four scheduled meetings each year. The committee will meet to approve the handbook, to approve or reject project proposals, to question students who miss the research, product, or portfolio deadlines, and to hear appeals. The committee must meet at least once a quarter to discuss student progress. All major component deadlines must be established before the first day of the class. Major deadlines can only be changed by the committee. Students must be given a minimum of forty-eight hours' notice from the original deadline.

Senior Project Committee – This committee will be established before the first week of school for the duration of the year. Each of the “core” (English, math, science and social studies) subjects may have a representative on the committee, but the final decision is the principal's. All committee members will be selected by the chairman, approved by the principal, and asked if they would be willing to serve.

If a member is unable to attend a meeting of the Senior Project Committee, he/she is responsible for finding a replacement from his/her department and informing the chair of the substitution in writing or by email before the meeting. The coach may be asked to attend any meeting by a voting member of the committee to provide information on a student or situation. The coach will not receive a vote in any decision.

Any decision (policy change, punishment, extension, etc.) made by the committee requires a majority vote.

The Senior Project Committee makes all decisions regarding the interpretation of the Senior Project policies and individual questions regarding students. Its decision is final and can only be appealed through the administration.

Senior Project Fee- All students will pay a \$25 fee to cover printing costs throughout the year. They will be allowed to use a printer in the Senior Project classroom designated only for seniors enrolled in the class to produce their portfolios. Use of the printer is only meant for senior project related materials.

Tardies to Presentations – Students must check in with appropriate GMC faculty/staff at least thirty minutes before their presentations. If a student shows up late, he/she will not be allowed to present and will receive a “0” as a presentation grade. No exceptions will be allowed.

Unacceptable Project Topics– Project ideas pertaining to firearms or weaponry of any sort will not be approved.

Unacceptable Work– If work turned in is unsatisfactory, the student will rework and resubmit the material. This policy applies specifically to the portfolio, but may apply to other assignments as well.

Unethical Behavior Policy– All students participating in the Senior Project class will be held to the highest of ethical standards. They are not allowed to plagiarize any portion of the project nor are they allowed to pass off other’s work as their own. Specifically, if someone else completes part of their product, they are not allowed to present it as their own work. They are not allowed to provide half-truths or untruths about the work that they did on their project. Forging a signature of a mentor or parent is unethical. If the Senior Project Committee determines that a student has committed an unethical act in completing any part of his/her project, that student will appear before the committee to answer questions and present evidence. If it is determined the student committed an unethical act, the student’s guardians will be notified immediately with the committee’s decision of consequences.

Students may not earn profit from their projects while enrolled in the course. Profits made during the school year must be donated to the school or a charitable cause. After senior year is complete, students may use the finances related to the project as they please.

Unscheduled Committee Meetings - Unscheduled meetings of the Senior Project Committee will be called by the chair as needed. These meetings will be scheduled at the earliest convenient time for the committee. A substitute can still be provided if a member cannot attend, but the member must submit written documentation. Reasons for an unscheduled meeting may include (but are not limited to) cheating, plagiarism, or other unethical behavior or an issue raised by a student. These cases are handled individually since they are often unique situations.

Use of School Facilities - If a student uses the school’s facilities in any manner, he/she must have a faculty sponsor. The faculty sponsor must agree to be present whenever the student uses the school facilities. The faculty sponsor form must be completed by the student, signed by the faculty member, and turned in to the committee with the project proposal. Refer to page 22.

Senior Project Internship Addendum

- Students will be chosen by the Senior Project Internship selection committee during the spring semester of the students' junior year. The decisions of this committee are final and may not be appealed.
- Students are paired with business partners from the local community. These opportunities are provided by the school. Students may not solicit internships on their own. Contact information for potential business partners may be given to the Senior Project Internship coach during the fall semester. Anyone (student, faculty, parents, etc.) may submit contact information.
- Internships replace the Product portion of Senior Project and will be graded by the business partner according to the Internship rubric. Mrs. Bishop will confirm the internship grade.
- Interns are required to complete 120 hours of internship. Students will be graded based on total hours achieved as well as the productivity of those hours based on the details provided on the calendar. Students should intern approximately 60 hours each semester. Intern hours are not to be frontloaded during the fall semester.
- Class work, Portfolios, and Presentations remain required components of Senior Project Internship.
- The portfolio component of Senior Project Internship will be modified to suit the needs of an internship program. Details will be provided in the classroom. For an approximation of portfolio requirements, see page 17. Please be reminded that this document is subject to change throughout the year. The internship portfolio is similar in format, but not identical, to the Senior Project portfolio.
- Each intern will regularly write journals to document the story of their internship experience.
- All students in the Internship program are under the supervision of the Senior Project Committee. All requests and appeals must be made to the Senior Project Committee using the form on page 25.
- Interns may earn no more than 10 hours during the summer.
- Internships can be terminated for the following reasons:
 - Ethical violation
 - Failure to comply with business partner
 - Habitual tardies and/or absences
 - Dismissal by business partner
- The decision to terminate an internship will be made by the Senior Project Committee in conjunction with the Internship Coach and the school administration.
- If an internship is terminated before November 1st, the student will be transferred to the Senior Project class, choose a regular Senior Project topic, and complete a product. The product of a dismissed intern will not be recognized as a year-long project, which will be reflected in the student's product grade. If an internship is terminated after November 1st, the student will remain in the Internship class and choose a product. The Senior Project Committee will determine the academic requirements for the student on an individual basis. No Senior Project due dates will be altered for a dismissed intern.