

**IROQUOIS SCHOOL DISTRICT
CULMINATING GRADUATION PROJECT
JUNIOR AND SENIOR PROJECT**



Iroquois School District Culminating Graduation Project

Philosophy

Students will have the opportunity to choose project paths in order to complete a culminating graduation project as mandated by the State of Pennsylvania. The goal for the project embodies the mission statement as adopted by this District.

“The mission of the Iroquois School District, in partnership with family and community, is to prepare students for an ever-changing world and promote responsible citizenship by providing diverse educational opportunities and effective learning techniques.”

Rationale

The graduation project will provide all students with the opportunity to:

- Apply skills and interests to garner an appreciation for new experiences
- Grow as individuals within the scope of this project
- Demonstrate a sense of responsibility and a good work ethic while working independently

General Timeline

The project will be completed during the 11th and 12th grade years. In the junior year the project will be introduced and a proposal will be submitted and approved. Students will begin to make contacts, prepare to complete summer hours as needed, and complete any necessary paperwork. As seniors, students will continue to work towards completion of the project, submit necessary paperwork, and finalize and prepare for the presentation.

In extreme circumstances, students who have not been able to complete the project may apply for remediation. However, applications that are submitted to the committee are not guaranteed approval. Those applications that do not meet the qualifications will result in the student not graduating. In order for the student to obtain a diploma, the project will need to be redone in its entirety.

As a final step, projects will be presented to the public during a Culminating Graduation Project Night.

Project Advisor Responsibilities

A professional staff member will be assigned as advisor to the mentors in each area of projects: Career, Community Service, and Creative Showcase.

The professional staff member is to be referred to as Project Advisor and will fulfill the following roles to support the completion of the projects:

- Assist the mentor in instructing his/her students in the areas necessary for completion of the project.
- Meet with mentors to assist in the selection of appropriate and manageable project topics.
- Assist the mentor with establishing contacts with community resources and consultants.
- Monitor and guide the mentor throughout the necessary process and timeline.
- Aid the mentor in the remediation process.
- Contribute to the evaluation of the final project.

Project Mentor Responsibilities

Each junior will be randomly matched to a professional staff member prior to the first meeting.

The professional staff member is to be referred to as the Project Mentor and will fulfill the following roles as the student completes the project:

- Meet with the student a minimum of seven times during the project.
- Approve project proposal.
- Consult Career, Community Service, or Creative Showcase Project Advisors should there be any concerns with project(s).
- Assist the student in maintaining the project documentation.
- Store the project documentation.
- Supervise overall student progress focusing on the log/journal and checklist.
- Assist students with contacting consultants and community resources.
- Contribute to the evaluation of the final project.
- Communicate concerns, in writing, regarding project progress to parents/guardians, counselors, and administration.
- Initiate remediation process as necessary.

FAQ for Mentors

What to do with Exchange Students?

If an exchange student is going to be here only one year, then they will only be required to complete 25 hours towards a project of their choice. This is true for both sitting junior or senior exchange students. If an exchange student is considered a junior, please move them through the paperwork quicker than what is written for the progress reports. You may use your own discretion when deciding what things they need to complete on the progress reports, but ultimately they need to have the documentation checklist completed for the final project, which can be found on progress report #7. (The number of progress reports would obviously be different.) We would like all exchange students to present on the graduation project presentation night, whether they are considered juniors or seniors, for all of them should have work completed and the documentation to prove it.

What to do with new students?

Similarly to exchange students, you may use your own discretion when deciding what things they need to complete on the progress reports, but ultimately they need to have the documentation checklist completed for the final product, which can be found on progress report #7. (The number of progress reports would obviously be different.) If the student is a new senior, then their hours can be cut to 25, but please let one of the advisors know this so they can document this. A new junior student would still be required to complete all 50 hours.

Time Logs and Reflective Journal Entries

For the time log, as students complete hours please check their log to make sure all information is valid, and then it should be returned so that they can continue to add their remaining hours on it. Every once in a while please call the contact that has signed off on the hours to ensure that they are being honest about their work. Doing this just once for a student will show them the seriousness of the project.

Reflective Journal entries should be written in a final quality format. If they are glaring with grammatical errors or hastily written, please have them correct their mistakes so that their final product displays their best work.

What to do with students who did not complete any hours between the summer of their junior and senior year?

Students who did not complete any hours towards their project over the summer months, may choose to complete a different project if they request, **but the 50 hours must remain the same.** They will not be permitted to reduce the number of hours towards the project, simply because they failed to complete their work. If they request to change, then they need to correct their original project proposal to correspond with the project they are completing. If they choose not to complete the entire project, they will not receive a diploma and will have to return the

following year to finish their project. This is a very serious consequence because this is an important graduation project mandated by the state of Pennsylvania.

Requesting Remediation

A student and/or mentor is permitted to request remediation for a student who has had medical or emergency issues that have made them absent from school for an extended period (i.e. having a baby, losing a family member, having an illness). A student in this situation would fill out the request for remediation, which should be turned into the project advisors. The advisors and any other necessary parties will then decide if remediation will be granted. Remediation is NOT for students who have chosen to procrastinate on their work.

Culminating Graduation Project Requirements

Project Description:

The Culminating Graduation Project has been established as a 2-year program starting in grade 11. Juniors and seniors will complete the requirements as established by the Culminating Graduation Project Committee and approved by the Iroquois School District Board of Directors.

Options

Community Service/Leadership Project

You will be required to complete a **minimum of 50** hours of unpaid service or non-mandated hours. This project may not be connected with an existing school activity (i.e. Student Council, Jacket Club, etc.). You will need to select a non-profit agency or organization.

Required Tasks:

- Write and submit project proposal (description of what you plan to do)
- Perform service (minimum 50 hours) and document hours/tasks on a time log (verified with agency or organization representative signature and contact information)
- Complete a minimum of **5** reflective journals with dates, hours, and performed task
- Obtain mentor review and sign off on journal as entries are completed
- Submit seven progress reports along with all other documentation
- Send thank-you letter to individual, agency, or organization which may have assisted you in completion of this project
- Collect documentation for the presentation (i.e. pictures, video)
- Submit oral presentation outline
- Create and present a summary of your project that may include digital photography, video production, PowerPoint/Keynote, iPhoto, iMovie, etc.

Creative Showcase Project

Students will showcase their creative talents, skills, abilities through a project, selecting a topic or set of related interests. A **minimum of 50** hours will be required to complete this project.

Required Tasks:

- Write and submit project proposal (description of what students plan to do)
- Create a project (minimum 50 hours) and document hours/tasks on a time log
- Complete a minimum of **5** reflective journals with dates, hours, and performed task
- Obtain mentor review and sign off on journal upon completion of the project
- Submit seven progress reports and all other documentation
- Send thank-you letter to individual, agency, or organization which may have assisted you in completion of this project
- Collect documentation for the presentation (i.e. pictures, video, physical product)
- Submit oral presentation outline
- Create and present a summary of your project that may include digital photography, video production, PowerPoint/Keynote, iPhoto, iMovie, etc.
- Determine place, date, and time of project
- Complete any necessary building use forms for the selected site and return them to the appropriate individual for approval
- Create an announcement/poster/invitation to your showcase project and document in your file

Examples for Acceptable Projects:

Science investigations, art galleries, theatrical productions, restoration/renovation activities, establishing a club/organization, organizing/promoting community events, designing/building/creating (i.e. software program, furniture, landscaping, etc.)

Career Exploration

You will be required to complete a **minimum of 50 hours** to explore a career(s) of your choice through job shadowing, researching, and interviewing. The job-shadowing component will consist of a **minimum of 16 hours**. The project will be documented in a career exploration journal.

Required Tasks:

- Write and submit project proposal (description of what students plan to do)
- Job shadow, research, and interview (minimum 50 hours) and document hours/activities on a time log
- Complete a minimum of **5** reflective journals with dates, hours, and performed task
- Obtain mentor review and sign off on journal upon completion of the project
- Submit seven progress reports and all other forms of documentation
- Send thank-you letter to individual, agency, or organization which may have assisted you in completion of this project
- Collect documentation for the presentation (i.e. pictures, video, souvenirs)
- Submit oral presentation outline
- Create and present a summary of your project that may include digital photography, video production, PowerPoint/KeyNote, iPhoto, iMovie, etc.
- Submit a self-evaluation reflection
- Update and include resume
- Visit at least one post-secondary institution which offers further education in this area:
 - Submit a written report which includes a brief description of course work required, length of program and degree earned, and your response to the visitation
 - Submit a statement on the institution's letterhead, signed by an official, verifying your visitation
- Include in your career exploration portfolio:
 - Interviews from a minimum of five (5) individuals; include questions, summaries of answers to questions and signatures of the people interviewed
 - Survey of career field including:
 - Number of openings
 - Expected salaries
 - Benefits and drawbacks
 - Education requirements
 - Opportunities for professional development and advancement
 - Outline of oral presentation

Erie County Technical School Graduation Projects

ECTS students will showcase their senior projects on the required presentation date.

Project Proposal Format

Prepare your proposal according to this format. It is *recommended* that you type your proposal.

Student Name:

Project Type:

Project Title:

Project Beginning Date:

Project Completion Date:

Brief Description:

Mentor's Name:

1. **Project Outcome** (What do you expect to accomplish?):
2. **Project Purpose** (Explain why this is a significant project):
3. **Process** (Provide a step-by-step description of the anticipated activities and the final product):
4. **Timeline:** (Dates by which the steps of the process will be completed)
5. **Resources** (Provide research sources, consultants, and community resources):
6. **Materials/Budget:**
7. **Potential Concerns:**

Parental Approval of Culminating Graduation Project
(End of 1st Nine Weeks of Junior Year)

Name:

Title of Project:

Project Proposal Rough Draft:

Project Parental Approval:

As parent/guardian of the above named student, I have reviewed the proposed culminating graduation project in terms of the commitment of resources, skills, and abilities necessary in the process. I hereby grant approval for this project to be initiated.

Parent/Guardian Signature: _____ Date: _____

Project Progress Report #1
(End of First Nine Weeks of Junior Year)

Student Name: _____

Mentor Name: _____

Date: _____

Things to be accomplished by the end of the first nine weeks:

____ Submit a signed parent permission form.

____ Submit a rough draft of project proposal

Each area must be judged acceptable by the mentor in order to receive a check.

____ 1. Project Outcome

____ 2. Project Purpose

____ 3. Project Process

____ 4. Resources

____ 5. Materials/Budget

____ 6. Timeline

____ 7. Potential Concerns

Mentor Comments:

Student Signature: _____

Mentor Signature: _____

*The student will have a final draft of the proposal ready to present at the next meeting and will have made all necessary contacts.

Project Progress Report #2
(End of Second Nine Weeks of Junior Year)

Student Name: _____

Mentor Name: _____

Date: _____

Things to be accomplished by the end of the second nine weeks:

_____ Communication has been made with appropriate contacts (This could include job shadowing placements, non-profit organizations, or any other individuals who need to be contacted for you to begin your project.)

_____ Submit a final draft of the proposal.

_____ Become familiar with time log and reflective journal entries.

Mentor Comments:

Student Signature: _____

Mentor Signature: _____

*Student will have a reflective journal entry completed on the process up to this point for the next meeting.

Project Progress Report #3
(End of Third Nine Weeks of Junior Year)

Student Name: _____

Mentor Name: _____

Date: _____

Things to be accomplished by the end of the third nine weeks:

____ Complete a reflective journal entry on the process of the project up to this point.

____ Complete one or more time log entries. (Time log entries could include making contacts, purchasing items, completing hours, etc.)

Mentor Comments:

Student Signature: _____

Mentor Signature: _____

*Students will communicate with necessary people to create a summer schedule of hours.

Project Progress Report #4
(End of Fourth Nine Weeks of Junior Year)

Student Name: _____

Mentor Name: _____

Date: _____

Things to be accomplished by the end of the fourth nine weeks:

_____ Review the original project proposal timeline and create a specific summer schedule for completion of hours.

_____ Submit a written plan for completion of summer hours.

_____ Submit any reflective journal entries or time log entries that are completed.

***Some form of communication will be made to parents if necessary work is not completed.**

Mentor Comments:

Student Signature: _____

Mentor Signature: _____

*Be sure to collect physical documentation as you complete your hours over the summer.

Project Progress Report #5
(End of First Nine Weeks of Senior Year)

Student Name: _____

Mentor Name: _____

Date: _____

Things to be accomplished by the end of the first nine weeks:

_____ Submit documentation of hours (i.e. journal entries and time logs) completed over the summer months.

_____ Submit copies of thank you notes that have been sent up to this point.

_____ Update all components of original project proposal if needed.

_____ Finish work on the project.

_____ Begin to think about oral presentation

***Parental contact and administrative involvement will take place if necessary work is not completed.**

Mentor Comments:

Student Signature: _____

Mentor Signature: _____

*Time log entries, reflective journal entries, and copies of thank you notes need to be submitted as you finish the project so documentation can be complete.

Project Progress Report #6
(End of Second Nine Weeks of Senior Year)

Student Name: _____

Mentor Name: _____

Date: _____

Things to be accomplished by the end of the second nine weeks:

_____ Submit final journal entries and time log entries.

_____ Submit copies of thank you notes that have been sent up to this point.

_____ Submit a rough proposal of the oral presentation and visual media (i.e. use of technology, storyboard, pictures, etc.)

Mentor Comments:

Student Signature: _____

Mentor Signature: _____

*Time log entries, reflective journal entries, and copies of thank you notes need to be submitted as you finish the project so documentation can be complete.

Project Progress Report #7
(End of Third Nine Weeks of Senior Year)

Student Name: _____

Mentor Name: _____

Date: _____

Things to be accomplished by the end of third nine weeks:

____ Submit all documentation proving that project is completed.

____ Submit all copies of sent thank you notes.

____ Work with mentor to finalize visual and oral presentation.

____ Submit an outline for the Oral Presentation (following Oral Presentation Outline Format)

Each area must be judged acceptable by the mentor in order for documentation to be considered complete.

Mentor

____ 1. Final Draft of Project Proposal that corresponds with completed project

____ 2. Completed Time Log

____ 3. Reflective Journal Entries (a minimum of 5)

____ 4. Seven Completed Progress Reports

____ 5. Physical Product (i.e. pictures, souvenirs, etc. to verify your work)

____ 6. Outline for Oral Presentation

____ 7. Thank You Letters

Mentor Comments:

Student Signature: _____

Mentor Signature: _____

Oral Presentation Outline Format

Student Name: _____

Project Title: _____

I. Introduction

Provide background information about the project

II. Project Presentation

- a. Explain the objective
- b. Describe the steps
- c. Show and explain the physical product as proposed
- d. Explain the outcome

III. Conclusion

Include a general summary. Explain what you have learned from this project.

IV. Visual Components

Identify the visuals to be used in your presentation. Also, consider and identify the timings of the visuals within the presentation.

V. Materials and Equipment

List any materials and equipment needed, such as overhead, VCR, computer, etc.

APPENDICIES

Script for Phone Conversation

A script for any necessary phone calls for Career Exploration and Community Service.

Hello. My name is _____. I am a student at Iroquois Junior – Senior High School. I would like to speak with someone about job shadowing/volunteering.

During the conversation, please ask the following:

1. What is the appropriate attire?
2. What date and time is best for your business/agency?
3. Would I need to bring anything with me?

Where do I report to that day?

**Culminating Graduation Project
Application for Remediation**

(Applications to be reviewed by Principal, School Counselor, & Advisors)

Student Name: _____

Mentor Name: _____

Project Title: _____

Date of Application: _____

The following items have been completed and approved by the mentor as indicated by his/her initials.

___ 1. Mentor Proposal Checklist

___ 2. Project Proposal

___ 3. Adequate Time Logs

___ 4. Reflective Journal Entries

___ 5. Progress Reports

___ 6. Physical Product (as described in the proposal)

___ 7. Oral Presentation Outline and Supportive Visual Media

Please attach a statement that lists the following: all items necessary to complete the project and reasons why they have not been completed. I understand that if I am accepted for remediation, I will be presenting my graduation project before a committee to could consist of my principal, assistant principal, my mentor, and two other faculty members. The committee will schedule the presentation. My parent/guardian will be encouraged to attend this presentation. **I am also aware that the opportunity for remediation may not be granted. In that case, I understand that I will have to repeat the entire graduation project in order to receive a diploma.**

Student Signature: _____

Parent/Guardian Signature: _____

Mentor Signature: _____

Action to be taken ___ Approved ___ Denied

Signatures of Reviewers: _____

