

The Role of the Project Sponsor

The role of the Project Sponsor is essential to the success of the Senior Project at Proctor Academy. This is a unique opportunity for the larger community to assist and enlighten the next generation in their transition to the world after high school. Students will discuss with their Sponsors the rationale and guidelines, as well as the aims and objectives of the Senior Project at Proctor. The student's work on Project should be beneficial not only to him/her, but also to the Sponsor.

The Sponsor will be asked to accept the following responsibilities:

1. Assist the student in preparing the Proposal and indicate approval by signing the Student Proposal form.
2. Advise and guide the student as s/he completes the Project and sign a weekly time sheet to indicate that the student has completed the required hours.
3. Complete the Sponsor's Evaluation form at the close of the Project.
4. Contact the Coordinator if you have a serious concern at any point during the Project:
Michele E. Koenig (603)735-6214 or mek@proctornet.com

Please note the following important information about Senior Project:

1. Students on regular Project are to work a minimum of 90 hours over a three week period (excluding their lunch hours). Students on Abbreviated Project must work a minimum of 45 hours over a three week period (excluding their lunch hours).
2. Attendance and punctuality are important. All absences or hours missed must be made up.
3. A student may not be paid for his/her Project work.
4. No relative may be in direct line of responsibility for the student or for the area or department where the student does his/her Project. The Sponsor may not be a relative. The student may not do his/her Project in the same capacity or under the same supervisor at a place where he/she has been previously or is currently employed.
5. Students will also choose a Proctor faculty or professional staff member who will act as Senior Project Mentor. The Mentor will assist students as they develop, write, and implement their Projects. This Mentor will further act as a liaison between the Project Sponsor and the school. In addition, the Senior Project Mentor will contact the Project Sponsor during the development of the senior's final Project Proposal
6. The Project Sponsor shall have expertise in the Project the student has chosen.
7. The student is bound by a carefully delineated set of guidelines. Failure of the student to comply with these guidelines can jeopardize successful completion of the Project and graduation.
8. Students will maintain a log and will write a final evaluation of the Project. These written materials must be completed outside of working hours.
9. Project Sponsors are invited to attend the Senior Project Exhibition and Presentations on Tuesday, May 27 or Wednesday, May 28 (various times to be determined)