

Senior Project Guidelines

2008-2009

1. To be eligible, a student must be passing in all subjects, have completed all course work up to the start of Senior Project, be in good academic and social standing, have met all graduation requirements, have turned in all necessary materials, and have paid all fees and fines.
2. For those who elect the program, the Senior Project is an additional graduation requirement.
3. The Senior Project will take place during the last three weeks of the spring trimester. The exam week is reserved for evaluation, exhibition, and presentation of individual projects.
4. All final grades will be determined before the student leaves on Project.
5. A student on Full Project will devote 90 hours over three weeks to the Project. Lunch times are not included in the total hours. Students must make up any hours/whole days missed because of illness, family obligations, etc. Furthermore, the Project must extend over the entire time period allotted for the Senior Project. Abbreviated Projects are available for students in Advanced Placement classes, on a Varsity Team, in the Spring Musical, or completing a core graduation requirement. Students on Abbreviated Project will devote a minimum of 45 hours over three weeks to their Projects in addition to their other school commitments..
6. Every student is required to have a Proctor Senior Project Mentor and a Project Sponsor.
7. No relative may be in a direct line of responsibility for the student or in the area in which that student does his/her Project. The Project Sponsor may not be a relative.
8. **The applicant will complete a Preliminary Project Request form and submit it by October 17, 2008. The Final Proposal, due February 20, 2009 must be typed.**
9. Students who work in groups on a Project should prepare and submit separate Proposals, journals, self-evaluations, Sponsor's evaluations, and time sheets. Each proposal should be written individually. Furthermore, students who collaborate should work with the same Project Sponsor.
10. The student, along with his/her parents, and Proctor Senior Project Mentor must sign the Senior Project Contract due January 9, 2009.
11. Before students begin Senior Project, students must submit the Project Sign-Off form to the Senior Project Coordinator. This form includes the signatures of all the applicant's classroom teachers, his/her advisor, and his/her coaches/extracurricular sponsors. These signatures indicate that the student's class work is completed; he/she is passing all course work; and that the student's coaches/sponsors have reached agreement on extracurricular responsibilities.

12. Students should keep a copy of the proposal and refer to their proposal throughout the project. Be mindful that the goals stated in the project will be the basis for committee evaluation. The student must submit a copy of the proposal to the Project Coordinator.
13. Each senior must appear before his/her Senior Project Committee, comprised of two faculty members, the Project Coordinator, and their Project Mentor, who must approve the Proposal before s/he can go on Project. This Committee may request revisions of any Proposal which it deems unsatisfactory.
14. Students may submit a revised Proposal to the Senior Project Committee. Again, the student should keep a copy of the revised proposal and provide a copy to the Project Coordinator. The word REVISED should appear across the top of the new copy.
15. The student is required to conference with his/her Senior Project Mentor at least once a week during the course of the Project. The time spent in conference with the Project Mentor will not count in his/her total Project hours.
16. A student may not be paid for his/her work.
17. During the Project, students are required to maintain a BLOG consisting of daily entries and three weekly reflections. A weekly time sheet is required on Friday of each week, and a typed self-evaluation, and the Project Sponsor's evaluation should be completed on the last of day of the Project. These items are required for the successful completion of the Project and must be in the hands of the Coordinator by 5:00 PM on Monday, May 25. The student's required materials must be reviewed by the Project Mentor prior to being submitted to the SPC.
18. After completing the Project, the student will appear before his/her Senior Project Committee to highlight aspects of his/her Project, answer questions, and discuss Project outcomes. The Senior Project Committee will evaluate the student's Project to determine whether the Project passes or fails. If there is no consensus from the Committee, the Senior Project Coordinator will make that decision.
19. An Exhibition and Presentation of the Projects, required of all participants, will be held at the end of Senior Project (Tuesday, May 26).
20. Students discovered to have falsified information on any of their Project materials or to their evaluation Committee will fail the Project.
21. Failure to comply with any of the guidelines will jeopardize successful completion of the Project and graduation