

Proctor Academy

Senior Project Proposal

Due February 20, 2009

**Senior Project Coordinator:
Michele Koenig**

Senior Project Proposal Instructions

- Please submit four copies of this proposal to the Michele Koenig in College Counseling on or before **February 20, 2009**.
- **Parts II & III of the proposal must be typed.**
- The proposal form can be found online in Digital Campus – Senior Project

Contents

Part I:	Contact Information
Part II:	Exploration and Investigation of Topic
Part III:	Goals and Activities
Part IV:	Project Schedule
Part V:	Project Mentor and Sponsor Requirements
Part VI:	Project Requirements
Part VII:	Parent Waiver
Part VIII:	Signature Page

Name: _____

Part I: Contact Information

A. Student Information

Name: _____

Advisor: _____

Cell #: _____

Address: _____
(street)

(city) (zip code)

Phone number: _____

E-mail: _____

Project Title: _____

Senior Project Mentor (Proctor): _____
(name) (phone)

Will you be working on Project with another student? Yes No

If you answered yes, please list the name of the student: _____

Which type of Project will you be going on? Full Project Abbreviated
(enrolled in AP Classes, Performing Arts,
Core Graduation Requirement)

B. Senior Project Sponsor Information

Project Sponsor Name: (Dr./Mr./Ms.) _____

Title/Position of Sponsor: _____

Address: _____
(street)

(city) (zip code)

Phone number: _____

E-mail: _____

Name: _____

Part II: Exploration and Investigation of Topic

Students are required to research their area of interest before going on Project. Please complete two out of the three following activities to gain a deeper understanding of the Project topic.

- Readings (books, articles, standard reference works)
- Informational interview with someone working in this field
- Site visit

Please write a paragraph explaining the resources used to explore this topic. Further describe how this information will be used to enhance the Project. Please be sure to cite any readings.

Part III: Goals and Activities

Goals and activities should be developed with the Project Sponsor and approved by your Project Mentor. Schedule two separate meetings with these people to create solid goals and activities.

Goals are defined as the general outcomes of the Project. These three goals should be realistic and specific. **Activities** are the specific actions taken to meet each goal. Please note that the activities grow out of the goals. Use action verbs to explain the activities. Activities should be measurable. Three activities should be listed for each goal.

Goal #1:

Activities:

- 1.
- 2.
- 3.

Goal #2:

Activities:

- 1.
- 2.
- 3.

Goal #3:

Activities:

- 1.
- 2.
- 3.

Name: _____

Part IV: Project Schedule

Students going on Full Project will complete only Part IV - A.

Students going on Abbreviated Project will complete Part IV - B and C.

A. Students going on Full Project

1. Students on Full Projects will fulfill a minimum of **90** hours over three weeks of their Project, excluding lunch breaks. The forth and final week of Project will be spent in meetings and preparing for the final evaluation and exhibition.
2. If, for any reason, a student's Project site changes from the plans listed below, s/he must contact the Project Mentor and the Project Committee who will be visiting the Project site.
3. Complete the weekly time schedule below with predicted hours and locations for the first three weeks of Project:

	Hours	Project Site
Week #1 May 4-8		
Week #2 May 11-15		
Week #3 May 18-22		
Week #4 May 25-29	Meet with Project Mentor, SPC Review, Project Exhibition and Presentations, Community Service Requirements.	Proctor Academy

Total Project Hours _____

Part IV: Project Schedule

B. Students Going on Abbreviated Project

4. Abbreviated Projects are available for students enrolled in Advanced Placement classes, completing a required course, or Performing Arts/Music classes. Students on Abbreviated Projects will fulfill a minimum of **45** hours over three weeks of their Project, excluding lunch breaks. The forth and final week of Project will be spent in meetings and preparing for the final evaluation and exhibition.
5. If, for any reason, a student’s Project site changes from the plans listed below, s/he must contact the Project Mentor and the Project Committee who will be visiting the Project site.
6. Complete the weekly time schedule below with predicted hours and locations for the first three weeks of Project:

	Hours	Project Site
Week #1 May 4-8		
Week #2 May 11-15		
Week #3 May 18-22		
Week #4 May 25-29	Meet with Project Mentor, SPC Review, Project Exhibition and Presentations, Community Service Requirements.	Proctor Academy

Total Project Hours _____

Name: _____

Part IV: Project Schedule

C. Abbreviated Project Check List

1. Please write your schedule below and indicate which classes you will and will not attend during Project (May 5-May 23).

Block	Class	Will Attend	Will Not Attend
A	_____	<input type="checkbox"/>	<input type="checkbox"/>
B	_____	<input type="checkbox"/>	<input type="checkbox"/>
C	_____	<input type="checkbox"/>	<input type="checkbox"/>
D	_____	<input type="checkbox"/>	<input type="checkbox"/>
E	_____	<input type="checkbox"/>	<input type="checkbox"/>
F	_____	<input type="checkbox"/>	<input type="checkbox"/>

2. Please check one of the following three reasons for going on Abbreviated Project and complete the pertinent information.

_____ To graduate, I must complete the following **Academic Requirement**:

_____ (class) _____ (faculty)

_____ I am currently enrolled in the following **AP classes**:

_____ I am will be invloved in the following **Performing Arts/Music** programs:

_____ I am will be a member of the following **Varsity Athletic Team**:

_____ (team) _____ (coach)

Name: _____

Part V: Site and Project Sponsor Requirements

1. Have you ever worked or volunteered in the same capacity at this Project site?

Yes _____ No _____

❖ *Answering “yes” eliminates this particular site for your Project.*

2. Do you presently work or volunteer in the same capacity at this Project site?

Yes _____ No _____

❖ *Answering “yes” eliminates this particular site for your Project.*

3. Will a relative be in a direct line of responsibility for your work?

Yes _____ No _____

❖ *Answering “yes” eliminates this particular site for your Project.*

4. Is any relative employed at this Project site?

Yes _____ No _____

If yes, describe his/her position and responsibilities.

Student Signature

Part VI: Project Requirements

A. Project Materials: Due May 25th by 5 PM to Michele Koenig

1. A journal of daily activities and weekly reflections
2. Weekly time sheets signed by the Project Sponsor
3. Typed final self-evaluation
4. Project Sponsor evaluation

B. Senior Project Committee Review: May 26th

This is a formal presentation to your Senior Project Committee during which you will present your Project experience. You will be providing the committee with the following information: to what extent you realized your goals and activities; what challenges you encountered while on project; what you have learned about yourself; what you learned about others and the world outside of Proctor. The conference will be about thirty minutes long. We will have a required workshop to prepare you to meet with your committee and to reflect about your experience.

C. Senior Project Exhibition and Presentations: May 26th 2:00 to 3:30

Students will be responsible for creating their own bi-fold display for the Senior Project. Students are required to be at all of the exhibition and presentations. While on Project, students should consider collecting some of the following artifacts to bring the display to life:

- Photographs*
- Music
- Samples of work (dresses, cars, boats, art work)
- Brochures
- Video clips
- Meaningful journal entries

*Students working with children under the age of 18 should notify parents regarding the display of photography at the Senior Project Exhibit.

Name: _____

Part VII: Senior Project Parent Waiver

Your son or daughter has chosen to participate in Proctor's Senior Project program. Senior Project provides an opportunity for students to plan and engage in independent activities. Given the independent nature of the Projects, Proctor faculty and professional staff cannot monitor and supervise on-going Project activities, many of which may take place off-campus or outside normal school hours. Consequently, it is important for parents to be aware of and to monitor the activities in which their student is engaged as part of their Project and to set appropriate limits on such activities in order to protect the health and safety of their student and others who may be impacted.

If students engage in activities off campus, they must provide their own transportation. Liability and insurance coverage is the responsibility of the driver and/or owner of the vehicle. In order for your child to participate in Senior Project, this form must be completed and returned to the Senior Project Coordinator, Michele Koenig (603-735-6214) in College Counseling **prior** to the beginning of the Project.

Permission to Participate and Release

My son/daughter, _____ may
NAME

participate in the Senior Project program. I have reviewed the Project proposal and have discussed with him/her the likely risks and responsibilities associated with the Project.

I understand that part or all of the Project may be carried out off-campus and/or outside normal school hours and that Proctor is not responsible for monitoring or supervising these activities. I also understand that transporting my son/daughter to project activities will be solely my responsibility. I fully release and discharge Proctor Academy, including it's Board of Trustees and employees, from any and all claims for injuries, including death, damages or losses which I or my son/daughter may have or which may accrue as a result of his/her participation in, or transportation to or from, program activities.

I further agree to indemnify, hold harmless and defend Proctor Adademy, including the Board of Trustees and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me, my son/daughter or any third parties and arising out of, connected with, or in any way associated with participation in or transportation to or from program activities.

PARENT SIGNATURE

DATE

Parent Name

Telephone

Name: _____

Part VIII: Contract/Signature Form

A. The student agrees:

- to follow the Project Guidelines
- to meet with the Senior Project Mentor once a week while on Project
- s/he must have completed all graduation requirements before s/he goes on Project
- it is his/her responsibility to notify all coaches and sponsors regarding the schedule for Project
- to successfully complete all the requirements of the Senior Project as a requirement for graduation
- s/he will not be paid for work on Project
- s/he may not sell products created during Project until six months after the end of Project
- s/he may not work or volunteer in a position in which a relative is in a direct line of responsibility or in an area or department in which a relative works
- s/he may not work or volunteer in the same capacity or with the same supervisor in a place of business where s/he has previously been employed or has volunteered
- that Proctor is not liable for any injuries that s/he may sustain as a result of this Project

Student Signature

Date

B. Parents

I have read the rationale, guidelines, and the Project Proposal and have discussed his/her Project with my son/daughter. I understand that Proctor cannot directly supervise my child and that Proctor Academy is not liable for any injuries sustained as a result of this Project. I approve my son's/daughter's participation in this Project and **I have signed the parent waiver (Part VII)**.

Parent Signature

Date

C. Proctor Project Mentor

I accept the role of Proctor Project Mentor for _____ if his/her Project is accepted as proposed. I have read the goals and activities in this Proposal and I find them to be realistic and measurable. I will contact the Project Sponsor before this student begins his/her Project; I will meet with the student once a week during project; and I will be willing to give assistance and encouragement to this student as needed throughout the Project.

Proctor Project Mentor Signature

Date

D. Project Sponsor

I have seen the rationale and guidelines for the Senior Project at Proctor Academy and _____ has given me a copy of "The Role of the Project Sponsor." S/he has discussed with me the goals and activities of his/her Senior Project. We have discussed both the objectives and our mutual expectations. I have read his/her Project Proposal and I have approved it. I will fulfill my obligations as outlined in "The Role of the Project Sponsor." Furthermore, I agree not to remunerate this student in any way, now or in the future, for services rendered during Project time.

Project Sponsor Signature

Date