



Senior Project 2018

Monday, May 7, 2018
to
Friday, May 18, 2018

**Exit Interviews and
Senior Project Fair
Monday, May 21, 2018**

Kenston High School
Senior Project 2018

TABLE OF CONTENTS

Project Rationale.....	2
Student Eligibility	3
Project Guidelines	4
Project Timeline	5
Journal Instructions.....	6
Project Reflection/Exit Interview Instructions.....	7
Project Proposal	8-9
Proposed Project Time Sheet	10
Student-Parent-Community Sponsor-Advisor Contract Agreement	11
Role of the Community Sponsor	12
Role of the Faculty Advisor	13
Community Sponsor Evaluation Form	14

Kenston High School Senior Project 2018

PROJECT RATIONALE

The Senior Project Program, endorsed by the school administration and Board of Education, is designed to provide interested and eligible seniors with the opportunity to participate in meaningful independent projects of their own selection and design.

The Senior Project will occur during the last two weeks of the school year. Seniors will be exempt from the last two weeks of school. The grade each participating senior has upon leaving the classroom will be the grade for the last grading period and the semester final. Final exams will be taken before students leave for their Senior Project Program. The rationale behind the project is as follows:

1. To expose seniors to people and ideas which are not a part of the classroom experience.

2. To develop further the students' skills in
 - a. Identifying a problem.
 - b. Determining possible solutions.
 - c. Reaching conclusions.
 - d. Evaluating conclusions.
 - e. Seeing the world outside the classroom and learning something in the process.

3. To give opportunities to students wishing to engage in
 - a. Educational pursuit.
 - b. Community service.
 - c. Career exploration.

4. To help satisfy a student's personal interests and his/her general intellectual curiosity.

Kenston High School

Senior Project 2018

STUDENT ELIGIBILITY

Students who apply to participate in the Senior Project must meet the following criteria:

1. Student must be classified as a senior and on track to graduate in May 2018. Early graduates are not eligible to participate.
2. Student must be passing all current classes through the fourth nine weeks Progress Report (Friday, April 20, 2018). If a student receives any “F” grades or incompletes (“I”) on their progress report, they will not be eligible to participate in Senior Project.
3. Student must meet all graduation requirements.
4. Student must follow attendance policies and procedures as stated in the student handbook, pages 10-13. Excessive absences and/or tardies (excessive is defined as **10** total for the entire year – excused and unexcused) may disqualify a student’s participation in Senior Project.
5. Inappropriate student behavior or disciplinary consequences that occur before the student leaves for Senior Project may disqualify the student from participating in Senior Project.
6. Inappropriate student behavior during Senior Project may result in school disciplinary consequences and/or removal from Senior Project and/or forfeiture of the opportunity to participate in graduation exercises.
7. Student must:
 - a. Turn in all books by Friday, May 4, 2018
 - b. Pay all school fines and fees by Friday, May 4, 2018
8. Student must select and work with a Faculty Advisor. The Faculty Advisor will provide guidance and serve as a liaison with the Community Sponsor. The Faculty Advisor may not be related to the student and must be a certified Kenston High School teacher/counselor.
9. Student must submit completed proposal to his/her Faculty Advisor for the Senior Project by **Friday, February 23, 2018. This consists of pages 8, 9, 10 and 11, all completely filled out with required signatures on each page.**
10. Student must arrange his/her Community Sponsor/location and is responsible for his/her own transportation. **No out of state trips will be approved.**

Kenston High School Senior Project 2018

PROJECT GUIDELINES

1. The project will be implemented during the last two weeks of the school year.
2. Student is to submit Senior Project Proposal to his/her Faculty Advisor. **Pages include: 8, 9, 10 and 11.**
3. The Faculty Advisor will submit a completed proposal to the Senior Project Committee for review and approval. **The Senior Project Committee has final authority to approve or reject student proposals.**
4. The Student-Parent-Community Sponsor-Advisor Contract Agreement (page 11) must be signed and submitted with the proposal.
5. Student must meet all criteria stated in the STUDENT ELIGIBILITY section.
6. Student is required to spend 10 days and a **minimum of 50 hours** at the Community Sponsor's place of business. A full day means no less than five (5) hours. Any deviation must be explained in the proposal (page 10). Students taking AP exams will have a prorated number of hours (see Addendum). The Senior Project Committee will review proposal.
7. Student is to receive no compensation for project work. **Student may not use current place of employment for project.**
8. Student is responsible for writing a thank you note to the Community Sponsor.
9. Student is responsible for all expenses incurred during the project.
10. Student is responsible for arranging the location of the project and for all transportation to and from that location.
11. Student is not permitted on school grounds during the school day unless arrangements have been made with the Faculty Advisor.
12. Senior Project locations must be within the local area. **No out-of-state locations will be approved.**
13. Student must meet the requirements of the project: 1) communicate with the Faculty Advisor once a week; 2) submit a final, typed reflection paper on the project; 3) participate in exit interview with Faculty Committee; 4) complete thank you note to Community Sponsor; 5) present an exhibit at the Senior Project Fair.
14. The Faculty Advisor will consult with the Community Sponsor to determine if the student is meeting expectations. If the student is not meeting expectations, the Faculty Advisor can recommend the withdrawal of a participating student. The student will return to school immediately and will fail all work missed during participation in the project. The student must complete all course work from reentry into the class and take the final exam. If the student does not return to school, he/she may be denied the privilege of participation in the graduation ceremony.
15. **Kenston High School will not assume any liability incurred through the participation of the student in the project.**

Kenston High School Senior Project 2018

PROJECT TIMELINE

Friday, February 23, 2018	Senior Project Proposal due to Faculty Advisor
Friday, March 2, 2018	Project Proposals due to KHS Administration
Friday, March 16, 2018	Final notification of Senior Project acceptance
Friday, April 20, 2018	Progress Report grades – determine eligibility
Friday, May 4, 2018	All books are to be turned in and all associated fees and fines are to be paid
Monday, May 7, 2018	Senior Project begins
Friday, May 11, 2018	First Project Report due to Faculty Advisor
Friday, May 18, 2018	Second Project Report due to Faculty Advisor Last day at Senior Project site
Monday, May 21, 2018	Exit Interviews (times to be announced)
Monday, May 21, 2018	Senior Project Fair/Exhibit; KHS gym; 6-7 p.m.

Kenston High School Senior Project 2018

JOURNAL INSTRUCTIONS

1. Every student on Senior Project is expected to keep a journal.
2. If writing, please use an 8 ½ by 11 inch notebook in which you record an entry every day during project time. Write in *INK*, neatly.
3. We prefer you *type* your journal each day and share it with your advisor through Google docs at the end of each week.
4. Be sure to include the *exact hours* that you worked *each day* at the *top of the page*.
5. Give the *specific time* when you wrote your entry.
6. Use *complete sentences*. Avoid fragments and phrases.
7. In addition, each entry should consist of a minimum of two paragraphs, to consist of the following:
 - a. Paragraph 1 – Describe exactly what you did on a particular day.
 - b. Paragraph 2 – Write a personal reaction or evaluation of what you did that day. Some ideas for your consideration:
 - Did you like what you were doing? Why or why not?
 - Why do you suppose you were asked to do a certain activity?
 - Did everything happen exactly as you expected it to, or were there some surprises?
 - How will you benefit from what you are learning?
8. The journal is not to be written on the job, but after your day's work is done.
9. **It is your responsibility to have your faculty advisor check your journal weekly for appropriate length and content.**

Kenston High School Senior Project 2018

PROJECT REFLECTION

Your final evaluation of Senior Project should include the following information and will be **due at your Exit Interview**. You will be expected to use good composition skills. Your reflection paper must be typed, double spaced, with a font no larger than 12 points, and two to four pages in length, stapled, with **NO ADDED BINDERS OR FOLDERS**.

1. Restate your goals and objectives.
2. State how you achieved your goals.
3. Explain why you think you succeeded in achieving your goals or why you did not.
4. Describe the benefits you derived from this experience. Describe both positive and negative experiences.
5. State what specific skills or procedures you learned.
6. Explain abstract qualities you learned or discovered that you already had. (i.e. – self-reliance, self-discipline, self-motivation, compassion for the ill and disabled, patience and understanding for the young, perseverance, etc.) Explain how these qualities were exemplified in your work.

EXIT INTERVIEW INSTRUCTIONS

1. As a final culmination of your Senior Mentorship Project experience, you will participate in a **5 to 10 minute exit interview** with Kenston faculty members.
2. **A time will be assigned to you for Monday, May 21, 2018.**
3. You are required to submit the following items to the faculty committee at this interview:
 - a. Completed Journal printout
 - b. Reflection Paper
 - c. Your project/exhibit to present
 - d. Time sheet from your Community Sponsor
 - e. Thank you note/envelope addressed to the sponsor
4. At the interview, you will be asked a series of questions pertaining to your senior project as a summation of your experience.
5. Be prepared to describe your exhibit to the faculty panel.
6. **Be prompt** to your appointment. Tardiness to the exit interview and/or failure to bring each completed item to the interview **may result in forfeiting your opportunity to participate in the graduation ceremony** (page 12, Contract Agreement).

Kenston High School Senior Project 2018

PROJECT PROPOSAL

Please Print or Type neatly. ** This project proposal is also available on our website under Class of 2018 – you may type the information, then print this three-page proposal and submit two (2) copies to your Faculty Advisor. ALL INFO IS REQUIRED TO BE COMPLETED.

Due: Friday, February 23, 2018

STUDENT NAME: _____ CELL PHONE: _____

STUDENT EMAIL: _____

PROJECT TITLE AND/OR MAJOR SUBJECT AREA:

KHS FACULTY ADVISOR: _____

How will you contact your advisor weekly? () share in Google Docs () email () written
(check one)

COMMUNITY SPONSOR INFORMATION:

Company Name: _____ Phone: _____

Address: _____
street address city state zip code

Name of Sponsor: _____ Title: _____

Sponsor's email _____ Phone: _____

Directions from Kenston High School: _____

I. List at least 3 *specific goals* for this project. You may add more goals on back.

1. _____

2. _____

3. _____

<p style="text-align:center">Kenston High School Senior Project 2018</p>
--

PROJECT PROPOSAL (*continued*)

Due: Friday, February 23, 2018

II. List at least three **specific activities** you will be doing. Additional activities may be listed on the back.

1. _____
2. _____
3. _____

III. Are you presently working, or have you worked for this company or person in the past?
(*please check one*) Yes _____ No _____

If so, when and in what capacity? _____

Do either of your parents or other close relatives own or manage this business?
(*please check one*) Yes _____ No _____

IV. The following items **must be** submitted at the Exit Interview to help us evaluate this project:

1. Journal of daily activities.
2. Time Sheet.
3. Final reflections paper, 2-4 pages, double-spaced.
4. Thank you note for community sponsor.

V. Describe an exhibit that you plan to present at the Senior Project Fair on Monday, May 21, 2018.

Kenston High School Senior Project 2018

PROPOSED PROJECT TIME SHEET

Due: Friday, February 23, 2018

Indicate the hours that you can be **expected** to be at your project site each day. Remember the Kenston Senior Project requires that the student spend a **minimum of 50 hours working**, excluding lunch. Your sponsor may expect you to work up to eight hours a day if it is customary for the regular employees. **Students taking AP exams will record 5.0 hours for each exam** as explained in the Addendum. This schedule can be amended as the project commences, but the updated schedule must be filed with the faculty advisor at least 24 hours before you work. *****PLEASE NOTE: An actual time sheet will be distributed with other paperwork prior to the start of mentorship. The actual time sheet must be completed daily and signed by the community sponsor and returned at the exit interview.**

The fax number at Kenston High School is (440) 543-9021

<i>DATE:</i>	<i>TIME IN:</i>	<i>TIME OUT:</i>	<i>TOTAL HOURS:</i>	<i>WEEKLY TOTAL:</i>
<i>Mon, May 7</i>				
<i>Tues, May 8</i>				
<i>Wed, May 9</i>				
<i>Thurs, May 10</i>				
<i>Fri, May 11</i>				
WEEKLY TOTAL				
<i>Mon, May 14</i>				
<i>Tues, May 15</i>				
<i>Wed, May 16</i>				
<i>Thurs, May 17</i>				
<i>Fri, May 18</i>				
WEEKLY TOTAL				
PROJECT TOTAL				

Students whose hours and locations may vary must do the following:

Attach a separate sheet to this proposal giving specific details about project hours and locations.

Agree to submit to their faculty advisor on a weekly or daily basis a detailed schedule.

Student Signature

Date Signed

Community Sponsor Signature

Date Signed

Kenston High School Senior Project 2018

STUDENT-PARENT-COMMUNITY SPONSOR-ADVISOR CONTRACT AGREEMENT

(To be completed by the Student, Parent/Guardian, Community Sponsor and KHS Faculty Advisor)

TO STUDENT: I agree:

- To adhere as closely as possible to the schedule and objectives which I have set for myself.
- To make progress reports at the times and in the form designated by my faculty advisor.

I understand:

- That I am exempted from academic requirements during the period of the project.
- That if I choose to discontinue my project and continue attending classes, I am responsible for all work and final exams in my classes.
- That it is my responsibility to notify all coaches and activity sponsors of my project, that successful completion and acceptable reporting of the project are required, that I am required to attend those activities required for graduation.
- That I must NOT receive payment for this project.
- That the school is not liable for any injuries that I may sustain as a result of this project.
- That I am responsible and liable for all transportation and any costs connected with the project.
- That if I fail to meet expectations of Community Sponsor and Faculty Advisor, I may be removed and returned to school.
- That I have read and understand all of the eligibility guidelines.
- **That if I fail to complete the Senior Project requirements or are removed from Senior Project for any reason, I may forfeit the opportunity to participate in the graduation ceremony.**

Student Signature

Date Signed

TO PARENT/GUARDIAN:

I have read the guidelines for the Senior Project and have discussed them with my son/daughter. I realize that the school cannot directly supervise him/her and I understand that the school is not liable for any injuries that he/she may sustain as a result of this project.

Parent/Guardian Signature

Date Signed

TO THE COMMUNITY SPONSOR:

I have seen a copy of the Senior Project guidelines for Kenston High School and the student, _____, has given me a copy of the role of the Community Sponsor. He/She has discussed with me the aims and objectives of the Senior Project. We have discussed both his/her and our mutual expectations. I have read his/her proposal for the Senior Project. I approve it and will fulfill my obligations as outlined in the *Role of the Community Sponsor*. Furthermore, I agree not to pay this student in any way, nor in the future, for services rendered during project time. I understand that the school is not liable for any injuries that he/she may sustain as a result of this project.

Community Sponsor Signature

Date Signed

Faculty Advisor Signature

Date Signed

Kenston High School Senior Project 2018

ROLE OF THE COMMUNITY SPONSOR

(To be given to the Community Sponsor by the Senior)

SENIOR:

This page is to be given to your Community Sponsor at the time you discuss with him/her what his/her duties will be. Be sure that your community sponsor reads your written proposal and understands the commitment.

THE ROLE OF THE COMMUNITY SPONSOR:

The role of the community sponsor is essential to the success of Senior Project at Kenston High School. As responsible men and women in the community, you will play an active part in the student's learning experience. In playing a dual role as a student's mentor and sponsor, you will give the student a concept of the adult world as it really is:

As sponsor, you will be asked to accept the following responsibilities:

- ___ To help the student organize his/her project and then indicate your approval of it by signing the appropriate statement at the bottom of page 11 on the Student-Parent-Community Sponsor-Faculty Advisor Contract Agreement.
- ___ To advise and guide the student as he/she follows through on his/her project proposal and sign a weekly time sheet to indicate that he/she has completed the required hours.
- ___ To fill out an evaluation form at the close of the project.

The following is additional pertinent information that we feel you will find useful:

1. The Senior Project begins on Monday, May 7, 2018. Students last day at their sites is Friday, May 18, 2018. Students are to work a minimum of five hours per day (excluding their lunch hours) and a maximum of eight hours. A **minimum of 50 hours** must be spent at the work site. Prorated hours apply to students participating in AP testing.
2. Attendance and punctuality are important. Absences must be made up.
3. **A student may NOT be paid for his/her project work.**
4. No relative may be in a direct line of supervision for the student. He/She may not work at a relative's place of business or at a place of business where he/she has been employed previously.
5. Each student will also choose a Faculty Advisor who acts as a consultant for the student when writing the project and again during project time. The advisor will further act as a liaison between the community sponsor and the school. Your contacts with the school can be made through this person.
6. The Faculty Advisor may, or may not, have expertise in the project area.
7. Kenston High School will not assume any liability incurred through the participation of the student in the project.

Kenston High School Senior Project 2018

ROLE OF THE FACULTY ADVISOR

(To be given to the Faculty Advisor by the Senior)

1. To act as a consultant to the student before the project proposal is submitted to the committee:
 - a. Assist in determining reasonable objectives for the available time.
 - b. Recommend resources and materials valuable to the project's completion.
 - c. To review the completed project and evaluation form before submission to the committee and make appropriate comments on the back of the community sponsor form, which will be of value to the committee.
 - d. Collect proposals by 2:30 p.m., **Friday, February 23, 2018**. Check for all required signatures and completeness of project. Return to students if incomplete. **All proposals are due in Guidance by the Faculty Advisor on or before Friday, March 2, 2018. Faculty Advisors should make a copy of the project for their records.**
 - e. Collect and review students' reflection and exhibit, read them, make recommendations for revisions, oversee revisions, and assist student in exhibit preparations for the Senior Project Fair to be held on Monday, May 21, 2018.
2. To provide appropriate liaison with the community sponsor during the project. This entails contacting the community sponsor during the first week of the project and any other time that may be deemed necessary.
3. To meet with students for a weekly conference during project:
 - a. To review time sheets and journals weekly, signing them to indicate approval.
 - b. To advise of project progress.
 - c. To recommend additional resources and materials.
 - d. To offer assistance in overcoming unexpected obstacles.
4. To provide articulation between the student and the committee.

All professional staff members, (teachers, media specialists, counselors, and administrators) are available as advisors. Advisors should limit themselves to five (5) advisees in order to work effectively with each one. **Faculty advisors may not be related to their advisees.**

**Kenston High School
Senior Project 2018**

COMMUNITY SPONSOR EVALUATION FORM

(To be given to the Community Sponsor by the Student upon project completion)

Student's Name: _____

Community Sponsor Name: _____ Company: _____

	EXCELLENT	GOOD	FAIR	POOR
Level of Interest				
Communication Skills				
Reliability (attendance, punctuality)				
Cooperation/Attitude				
Initiative				
Contribution				
Motivation				
Appearance				
Level of Commitment				
Receptive to New Ideas				
Ability to work with others				

Did the student meet your expectations? *(please check one)* _____ YES _____ NO

Student's Strengths: _____

Student's Weaknesses: _____

In what ways do you feel that the student benefited from the experience? _____

How do you evaluate the Senior Project Program? _____

What suggestions do you have for improving the Senior Project? _____

Would you be willing to sponsor another Senior Project? _____ YES _____ NO

May this information/evaluation be shared with the student? _____ YES _____ NO

**Please return by Monday, May 21, 2018 to: Kenston High School
Attn: Senior Project Evaluations
9500 Bainbridge Road
Chagrin Falls, Ohio 44023
FAX: (440)543-9021**

Thank you for your assistance in this project. Kenston High School hopes that you found your experience to be a rewarding one.

Kenston High School
Senior Project 2018

SENIOR MENTORSHIP ADDENDUM

For Students Taking AP Exams

AP Testing will be administered over the same two week period as Senior Mentorship this year, May 7 - 14. For this reason, we need to clarify expectations for AP students.

Taking Up to 4 AP Tests

Students who are taking 1-4 AP tests are still encouraged to get the full mentorship experience; however, those students will be excused 5 hours of the required 50 hours for EACH test taken.

Thus:

If a student is taking 1 AP test, he/she will still be required to fulfill 45 hours at the selected career site.

If a student is taking 2 AP tests, he/she will still be required to fulfill 40 hours at the selected career site.

If a student is taking 3 AP tests, he/she will still be required to fulfill 35 hours at the selected career site.

If a student is taking 4 AP tests, he/she will still be required to fulfill 30 hours at the selected career site.

Students will make arrangements with the community sponsor to work those hours at any time throughout the two-week mentorship period, keeping the AP schedule in mind. All other criteria of the Senior Mentorship experience applies.

Taking 5 or More AP Tests

Students who are taking 5 or more AP tests may participate in a modified senior mentorship program. There are 2 options.

Option #1 - Job Shadow an individual in a career field of interest for two - 8-hour days. The student may choose one Community Sponsor to shadow for both days sometime within the two-week mentorship period, or he/she may select two different Community Sponsors. If selecting to do 2 job shadow experiences, Page 11 will need to be completed for each experience.

Option #2 - Sign up with Administration for an In-Building Placement. Students who choose this option will be placed with personnel or in offices that require additional, end-of-year assistance. Students will report to Kenston High School on all non-testing days.

Document your hours

AP students will document hours with the Community Sponsor AS WELL AS Testing dates on the Proposed Project Time Sheet (Page 10 of the packet). Just list the AP Test taken on each day with the 5 hours listed as the time.

**For ease of scheduling with your Community Sponsor, the AP Testing Schedule for May 2018 is included on the back of this page.

Kenston High School
Senior Project 2018

SENIOR MENTORSHIP ADDENDUM
AP Testing Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<p><i>May 7</i></p> <p>7:45 AM - Chemistry</p> <p>11:50 PM - Psychology</p>	<p><i>May 8</i></p> <p>7:45 AM - Spanish Lang.</p> <p>11:50 PM - Physics 1</p>	<p><i>May 9</i></p> <p>7:45 AM - English Lit. (Eng IV)</p>	<p><i>May 10</i></p> <p>7:45 AM - US Govt. and Politics</p> <p>11:50 PM - Environmental Science</p>	<p><i>May 11</i></p> <p>7:45 AM - US History</p> <p>7:45 AM - Studio Art 2-D</p>
<p><i>May 14</i></p> <p>7:45 AM - Biology</p>	<p><i>May 15</i></p> <p>7:45 AM - Calculus AB/ BC</p> <p>11:50 PM - French Lang. Computer Sci. A</p>	<p><i>May 16</i></p> <p>7:45 AM - English Lang. (Eng. III)</p> <p>11:50 PM - Macroeconomics</p>	<p><i>May 17</i></p> <p>7:45 AM - Comparative Govt. and Polit. World History</p> <p>11:50 PM - Statistics</p>	<p><i>May 18</i></p> <p>7:45 AM - Microeconomics</p> <p>11:50 PM - European History</p>