GRADUATION PROJECT PROCESS

Graduation project forms can be found in the following locations:

1. The guidance office or their website
2. The main office
3. From a graduation project faculty member

Steps for completion of the project:

PROJECT APPROVAL

1. Complete the Proposal and Mentor form. Both your parent/guardian and mentor signatures are required. All lines on the form must be completed. Note: Mentors may NOT be immediate family members.
2. Make a copy of your form BEFORE submitting it. Keep both a paper copy and an electronic copy.
4. Submit your graduation project proposal form and mentor forms. You may either have one graduation project team members for approval or to Ms. Wilcox’s mailbox in the main office.
   a. If you submit it to a graduation project faculty member in person, she or he may be able to approve it right away. If so, please take a picture of the approved proposal with your phone and save it for your records.
   b. If you submit it to a faculty member’s mailbox, you will be notified of your approval via Schoology or email. That correspondence will serve as your approval. Save it for your records.

PROJECT PRESENTATION

5. After completing your 40 hours of work, submit your Work Journal (hours) and completed Self-Evaluation sheet to Ms. Wilcox’s mailbox in the main office. (Make sure you have taken a picture or made a copy of the completed forms for your records before you submit them.)
6. Create a five-minute presentation that includes visuals using a slideshow, photos, video, or scrapbook.
7. You will be assigned a graduation project faculty member to present to. She or he will contact you by Schoology, email, or homeroom note. This process will take a few weeks to set-up. If you have any questions, please direct them to Ms. Wilcox rwilcox@dasd.org.
8. Present your project to the Graduation Project Faculty Team member.

GRADUATION PROJECT FACULTY MEMBERS:

We are here to help you along the way. Graduation project faculty members approve proposals and evaluate final project presentations. We can also answer questions you have throughout your project.

Mr. Appel  Mrs. Chupela  Mrs. Lister
Ms. Somits  Ms. Wilcox  Mrs. Wick

Please direct questions about your paperwork to Ms. Wilcox, rwilcox@dasd.org, office room 242.

Thank you and best wishes!

Your Graduation Team
GRADUATION PROJECT PROPOSAL

PROPOSAL DUE BY THE BEGINNING OF JUNIOR YEAR

PLEASE WRITE IN INK OR TYPE AND ATTACH

NAME________________________________________

EMAIL ADDRESS________________________________

PARENT EMAIL ADDRESS________________________________

PHONE NUMBER________________________________

GRADUATION YEAR ______________________

APPLICATION DATE ______________________

GRADE ______________________

ENGLISH TEACHER________________________________

EXPLAIN YOUR PROJECT
________________________________________________

________________________________________________

________________________________________________

WHAT STEPS WILL YOU TAKE TO COMPLETE THE PROJECT (Include materials, resources)
________________________________________________

________________________________________________

________________________________________________

WHEN WILL YOU START THE PROJECT ______________________

WHEN DO YOU EXPECT TO COMPLETE THE PROJECT ______________________

HOW WILL YOU PRESENT YOUR PROJECT (scrapbook, power point, video) ______________________

________________________________________________

________________________________________________

________________________________________________

STUDENT SIGNATURE __________________________________

PARENT SIGNATURE __________________________________

STREET ADDRESS____________________________________

CITY, STATE ZIP CODE________________________________

OFFICE USE ONLY

Sent Approval ______________________

Entered Database ______________________

SUBMIT THIS PAGE FOR APPROVAL
Mentor,

We appreciate your role in helping this student with his/her graduation project. Please fill out the information below as completely as possible. Please note that every project must involve a minimum of 40 hours. Students may not apply time spent during school hours towards the 40 hour requirement. Hours must be accumulated after school, on the weekends or during the summer.

Mentors **may not** be a parent or sibling, must be 21 years or older and able to supervise and/or assist this student in his/her project. There is a work journal that must be signed off by you before the student can present his/her project and pass the graduation project requirement.

___________________________________________________________________________
MENTOR NAME (Please Print)                                      MENTOR PHONE NUMBER
___________________________________________________________________________
ORGANIZATION                                                                 POSITION
___________________________________________________________________________

Please describe how you will assist/mentor this student in his/her graduation project.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

___________________________________________________________________________
MENTOR SIGNATURE                                      DATE

SUBMIT THIS PAGE FOR APPROVAL
WORK JOURNAL

Student Name________________________Graduation Year____________________
Homeroom_________ Email Address________________________________________
Project Title ____________________________
Project Mentor ____________________________

As you work on your project, keep track of your activities and your time. Your project mentor needs to initial each entry and sign the bottom when you have completed the project.

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TOTAL HOURS:
I certify that the required 40 hours have been completed

SUBMIT UPON COMPLETION OF PROJECT
SELF EVALUATION

Write a short paragraph answering each of the following questions.

1. What knowledge, skills or abilities have you gained as a result of this project?

2. How might you apply what you have learned in the future?

3. What do you consider to be the strengths of your project?

4. What would you do differently to improve the project if you were to do it again?

__________________________
Student Signature

GRADUATION TEAM EVALUATION

☐ Student fulfilled all requirements
☐ Student did NOT fulfill all requirements and is missing ____________________________

__________________________
Graduation Team Faculty Member

SUBMIT UPON COMPLETION OF PROJECT