GRADUATION PROJECT PROCESS

The 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:

1. Submit a signed proposal and mentor form to one of the graduation project faculty members. (All lines must be completed and signed)
2. If approved, the faculty member will sign the project and notify you by email or by letter in your homeroom. (Approved proposal can be picked up in room 120).
3. Upon approval you may begin the 40 hours needed for the project.
   PROJECT HOURS WILL NOT BE COUNTED UNTIL AFTER THE PROJECT HAS BEEN APPROVED.
4. After completion of the 40 hours submit the work journal and self-evaluation sheet to Ms. DiCecco. You may drop it off in room 120 or place it in her mailbox in the main office.
5. Notification will then be sent either through email or your homeroom as to a presentation date.
6. Your project can be presented using PowerPoint, photos, video, and scrapbook.

GRADUATION PROJECT FACULTY MEMBERS:

Mr. Appel                Mrs. Lister                       Mrs. Wick
Ms. DiCecco            Mr. Stackhouse              Mrs. Wilcox
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, powerpoint, video)__

STUDENT SIGNATURE

PARENT SIGNATURE

STREET ADDRESS

CITY, STATE ZIP CODE

OFFICE USE ONLY

Graduation Project Faculty Member

Date of 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 SIGNATURE                                                                                     DATE

____________________________________________________
MENTOR SIGNATURE                                                                                     DATE
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
SELF EVALUATION

Name ____________________________________________

Graduation Year _________________________________

Project Title ______________________________________

Project Mentor ___________________________________

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 Faculty Member