

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 FORM

STUDENT NAME (Please Print)

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

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