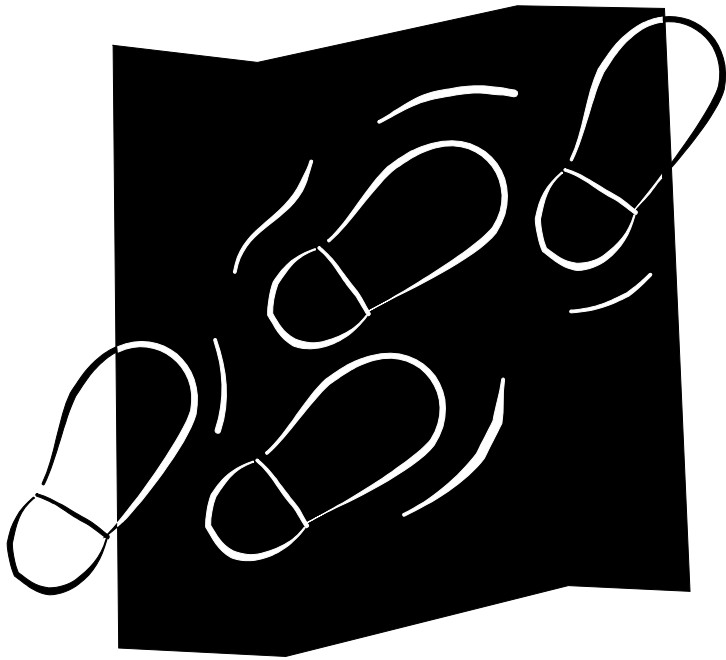


Pathway to Your Future



Coloma High School Senior Project Directions

Dear Student:

This booklet will assist you in the completion of your Senior Project. It contains samples of all necessary forms (printable copies for you to complete for your portfolio are on the server) and steps to successful presenting in April of your senior year. Basically, the project consists of a research project, a physical project (optional), documentation, a portfolio, and a speech with a PowerPoint presentation.

An optional component of the Senior Project is the physical project. You will talk with your mentor about what type of activity you will complete, whether it is volunteering, creating, building, designing, or anything else that shows that you have experience in your career pathway and future plans. Once you have approved your physical project with your mentor then it is your responsibility to complete it. The process should take about 15-20 hours total. It is important to utilize all of those hours to get a strong feeling whether this career pathway interests and suits you for future plans. Please be descriptive in making entries in your Student Log.

Lastly, it is highly recommended that you follow the timeline in this booklet diligently. Help is available for your questions or concerns, but you must be motivated to stay on target with what is expected of you month by month. The timeline is tried and true and will eliminate stress and procrastination. You want to do your best when presenting your Senior Project to show the importance of your work.

Good luck and know that you are supported by all of the CHS staff in this process. The Senior Project will bring you to a better understanding and motivation of your future goals.

Sincerely,

John Brown, Principal

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Definitions and Objectives

Definition:

A Senior Project is a thematic educational project. Students are responsible to prepare a research paper, a five-minute speech, and develop a PowerPoint presentation. All material is to be centered in the student's chosen vocation or related fields. In addition, the students may choose to participate in an optional physical project related to their career pathways.

Objectives:

The objective of a Senior Project is to have all graduating senior prepare a project and present their work to a panel of interested adults during the third trimester of their senior year.

1. They will demonstrate with their research paper that they can locate information.
2. They will demonstrate with a PowerPoint presentation that they have knowledge of technology.
3. They will demonstrate with a speech that they can communicate.
4. They will demonstrate with a physical project that they have some experience in their career pathway. (optional)
5. They will demonstrate with a portfolio that they display and communicate.

Seniors' Timeline

One-Year Plan

Date	Responsibility Checklist
September	Discuss and apply for physical project with mentor.* Write letter to principal and letter to judges. Parent/Student agreement signed. Mentor agreement signed.*
October	Update Resume/References/Autobiography. Work on physical project. Write Senior Project Logs. Edit and revise research paper. Fill out Research Paper Self-Evaluation.
November	Update EDP. Complete MOIS assessment. Continue to work on physical project. Continue to write Senior Project Logs. Gather information for portfolio (see portfolio requirements). Start process for Letter of Recommendations. Complete Evidence Page(s) for classes in your career pathway.
December	Complete physical project and Senior Project Logs.* Have adult fill out Physical Project Verification form.* Mentor completes Mentor's Project Evaluation Rubric.* Complete Physical Project Self-Evaluation Form.* Create speech outline.
January	Create PowerPoint presentation. Work on portfolio.
February	Complete PowerPoint presentation. Print copy of PowerPoint for portfolio. Print copy of presentation in Outline View.
March	Complete Evidence Page(s) for classes in your career pathway. Complete portfolio Obtain a current copy of your transcript from the CHS office. Mentor evaluates portfolio.*
April	Practice presentation. Hand in Senior Notebook/Portfolio for Principal's review. Make any necessary editing changes after review. □
May	Present project to panel of judges.

*These items are required only if you are completing a physical project.

Responsibilities...

This is a student-generated project. This is your responsibility!

However. . .

Responsibilities of the Student

- Complete all forms and assignments on time
- If completing a physical project, choose an appropriate topic and get mentor approval
- Keep up the project log as you go
- Maintain frequent contact with your mentor
- Budget your time wisely

Responsibilities of the Mentor (if completing a physical project)

- Provide guidance and be a role model for the student as he/she completes the project
- Complete and sign the mentor agreement
- Document through appropriate verification (retain copies)
- Provide accurate and honest verification of the student's work
- Listen to presentation prior to May and give constructive feedback
- Help students learn to use visual aids as a reference in a speech
- Help students understand how to organize a speech
- Teach and remind students of speech techniques
- Prepare students for impromptu question and answer periods

Responsibilities of the English Teachers

- Guide students in writing the research paper in class
- Familiarize students with MLA format for proper research techniques
- Be familiar with paper requirements for your students' level of English
- Collect and grade the final draft of the research paper using a rubric

Responsibilities of the Parent/Guardian

- Monitor progress through student deadlines
- Support the activity of your student
- Observe and sign practice form of presentation
- Proofread student work and portfolio

Parental Acknowledgement Form

I have read and understand the requirements and expectations of the Senior Project. My son/daughter has my support to complete this project. I understand that the Senior Project is a required (1/2) credit activity for graduation.

Please print name

Parent/Guardian Signature

Student Acknowledgement Form

I have read and understand the requirements for the Senior Project. I understand who my mentor is and the deadlines I must fulfill.

Please print name

Student Signature

Student: *Please show this form on or before **September 30** to your mentor.*

Mentor: *Please photocopy for your records.*

**Mentor Agreement
Coloma High School**

Student Name _____

Project _____

Mentors: In order for students to complete their Physical Project requirements for their Senior Projects, they must work with a mentor who has expertise in the area being explored. The mentor will verify the student's efforts. Thank you for your participation.

I agree to serve as a mentor for the above named student while he/she completes the Senior Project during the school year.

Mentor Name _____ (please print)

E-mail address _____

Signature _____

Date _____

Project Requirements (optional)

- Physical Project: The physical project is some activity the student does that is related to his/her career pathway.
- Hours Needed: The physical project should run about 15-20 hours.
- Forms: Complete all forms in blue or black ink. No pencil.
- Impact of the project grade: The project is optional for the Senior Notebook.
- Suggested activities: See mentor for ideas.
Job shadowing is not permitted.
Remember, it should challenge the student.
Make sure to take pictures of the activities of your physical project.

Explanation of Paperwork

1. You must have your application approved by your mentor before beginning your physical project.
2. Maintain Senior Project logs throughout your physical project. The logs are explained in detail later in this booklet.
3. Upon completing the physical project, the student should ask the adult who oversaw them to complete the Physical Project Verification Form found in this booklet.
4. Mentor fills out a Project Evaluation Rubric.

Upon completion of the verification, fill out the Physical Project Self-Evaluation.

Modifications

Project requirements for special needs students, transfer students, alternative education students, can be, if needed, modified to meet the needs of the students. This decision will be based on the teacher recommendation, IEP, guidance counselor, and the Principal.

Will there be any projects that will not be allowed?

If the mentor questions a specific project, he/she should refer the student to the Principal.

Who will grade the project phase?

The student's mentor will grade the project using the project rubric, the self-evaluation form, the mentor verification form and the student log.

Will there be any summer projects?

Only if approved by the mentor in the spring of the junior year.

Who can verify the Physical Project?

Any adult, who is not a high school student, can verify the Physical Project. This person should be someone who has some expertise in the area in which the student wants to work.

Physical Project Assessment

Because you will be spending many weeks working on your physical project, you need to consider your topic choice carefully. Completing the following brainstorming list will help you begin the process of selection.

Think about all the things you would like to fix, do, learn, understand, see, improve, create, experience, or own. *Put your ideas under the proper categories as they occur to you.* Don't edit this list at this time. So you want to visit Paris—write that down, even if you cannot afford to go now. If you want it, write it down.

1. Fine/performing arts (music, drama, dance)
1. _____ 2. _____ 3. _____
2. Health/physical fitness (steroids, diet, physical goals)
1. _____ 2. _____ 3. _____
3. Business (entrepreneur, trends)
1. _____ 2. _____ 3. _____
4. Travel (vacations, languages, explorations)
1. _____ 2. _____ 3. _____
5. Social problems (homeless, aging, youth problems)
1. _____ 2. _____ 3. _____
6. Photography/film (making a movie, photography showing)
1. _____ 2. _____ 3. _____
7. Math/science (computers, ozone study, mathematics theory)
1. _____ 2. _____ 3. _____
8. Writing/literature (writing a novel, poetry book)
1. _____ 2. _____ 3. _____
9. Sports/recreation (climbing, learning to scuba dive)
1. _____ 2. _____ 3. _____
10. Home economics (designing and sewing a dress, cooking)
1. _____ 2. _____ 3. _____
11. Technical arts (wood, metal projects)
1. _____ 2. _____ 3. _____
12. Education (learning styles, early childhood schooling)
1. _____ 2. _____ 3. _____
13. Art (Impressionism, paint a mural)
1. _____ 2. _____ 3. _____
14. Religion/philosophy (comparative studies, existentialism)
1. _____ 2. _____ 3. _____

15. Specialized hobbies (coins, car restoration)
 1. _____ 2. _____ 3. _____
16. Space (exploration, extraterrestrial theories)
 1. _____ 2. _____ 3. _____
17. Social Studies (historical study, cultural study)
 1. _____ 2. _____ 3. _____

Topic Selection Analysis

Now that you have completed your list, go back and start narrowing. Start by circling those items that:

1. Will lend themselves to the project phase (Are they compatible with your career pathway?).
2. Will be affordable. (Consider both time and money.)
3. Will stretch your knowledge and experience. (Don't set out to knit a sweater if you've already knitted a dozen.)
4. Will give you a taste of a possible career.
5. Will maintain your interest for five months.

Now set your list aside for a day. At the end of this time, choose three of the circled items that interest you the most. List your three topic choices.

1. _____
2. _____
3. _____

Physical Project Application

Instructions to Mentor: *Please go over the application with the student. Make sure the physical project is valid and a challenge. Once you approve this application, please sign and date at the bottom. Remember to make a copy for your files.*

Student Name: _____

Career Pathway: _____

Job Interest: _____

Grade: _____ Mentor: _____

Student – *Fill out the application with as much detail as you can and turn it in to your mentor who will approve your project. **Every project must be approved.***

I will (build, create, perform, etc.) _____

This is a challenge for me because _____

I will submit physical evidence of my work in the form of (pictures, documents, video, recording, etc.). My evidence will show (example: pictures of my car from the time I begin work on it to the final product) _____

Parent Signature _____

Mentor's Signature _____

Principal's Signature _____

Student: *After the application is approved, formalize your request by writing your Letter to the Principal.*

Letter to the Principal Format

Student's street address
City, State ZIP
Current Date (return 4 times)

Mr. John Brown, Principal
Coloma High School
300 West Saint Joseph St.
Coloma, MI 49038

Dear Mr. Brown:

Describe the career pathway and why you chose this area. Explain everything you already know or have accomplished in this area.

This is where you write about your research paper. Include the specific research that your paper focused on, some ideas you included in your paper, also, where you found the information for your research paper.

This is where you write about your physical project. Begin with a transitional sentence showing the relationship between your research paper and the project. Then describe in detail your project: what it will be, who is involved, potential costs (gas, materials, camera/film) and potential time (should be 15-20 hours) and possible resources. Why would this project challenge you? How is it meaningful and does it apply to your life?

This paragraph is for those students completing a physical project.

This is a disclaimer paragraph about plagiarism. Explain in your words what plagiarism is and the repercussions of such an act.

Sincerely, (return 4 times)

Sign your name in this area

Type Your Name

Student Log

- The Student Log is a requirement.
- The Student Log is a part of the Portfolio.
- Follow the example below.
- Log should include: successes, failures, frustrations, feelings, emotions and reactions.
- The logs must be typed.
- Length: minimum 8 sentences each
- Amount: 7-10 logs
- Time: include in parentheses at end of each log how much time was spent on physical project that day of log.
- There may be more than one log on a page.

The log should have the following heading:

Name
Date and Amount of time worked on project
Project Topic

Sample Log

John Doe
December 12, 2005
Working on vehicle

Wednesday, February 10

This was my first meeting with Mr. Johnson and I had no idea what to expect. I have had no experience with cars other than driving them and filling them up with gas. I was worried I would not be able to understand what I was to do. Mr. Johnson first had me watch him as he performed an oil change on his truck, a Chevy S-10. He talked through each step, explaining what he was doing. Mr. Johnson then asked me to change the oil on the next scheduled car, a Ford Tempo. I was very apprehensive, worried that I would mess up but he reassured me that I could do it and watched as I changed the oil. I was very messy and I ended up covered with grease but I was happy with how quickly I had caught on. (1 hour 30 minutes)

Project Verification

Student Name _____

Project _____

You have been chosen to verify this student's efforts during the physical project phase of his/her Senior Project. Since most of the time spent on this phase of the Senior Project has been out of class, verification of the student's effort is necessary. You might have seen the student working throughout the whole project phase or maybe you have only witnessed the student working on one part of the project. Please answer the following questions based on what you have seen in order to help us evaluate his/her performance. This form refers only to the physical project. If you need more room for writing comments, please use the back of this form. Thank you for your cooperation

1. How many hours can you verify this student spent on this project?
Explain:

2. Have you seen this project at different stages of completion, not just the final phase?
Explain:

3. What problems specifically did this student encounter, and what evidence of problem-solving skills did you observe?

4. Have you seen any changes in skill or attitude improvement over the time you observed this student working on this student's project?

5. What successes did you see this student achieve? What was the “best moment” for the student?

Explain:

6. Based on what you have observed during the project phase, please rate using numbers 5 through 1 (5=highest, 1=lowest) the student’s application of the criteria below. Write N/A if not observed or not applicable to the project.

_____ Took a learning risk

_____ Applied knowledge to project

_____ Used a variety of resources

_____ Maintained balance and perspective

_____ Worked hard to do the student’s best in the quest for quality

_____ Demonstrated initiative and responsibility

_____ Practiced courteous mature behavior

Comments:

Signature _____

Phone Number _____

Date _____

Physical Project Self-Evaluation

Student Name _____

Project _____

In at least 25 words, describe your project.

Use of time:

- Estimated total number of hours spent on project _____
- Estimated number of steps involved in your project _____
- Time involved in each step (create diagram)

Use of resources:

- List materials used

Physical Project Self-Evaluation

- List people contacted. Put a plus (+) by all people who could potentially help future seniors.

Quick Check:

Directions: Please answer the following by circling YES or NO.

- | | | |
|---|-----|----|
| • Did the community resources help? | YES | NO |
| • Have you asked for advice/comments about your project about your project from other people? | YES | NO |
| • Have you ever done this type of project before? | YES | NO |

Evaluation Questions:

- How would you feel about showing your project to an expert for evaluation?

- List three examples of personal satisfaction gained from this experience.
 - 1.
 - 2.
 - 3.

Mentor's Project Evaluation Rubric

Name _____

Project _____

Number 1 = lowest ranking

Number 4 = highest ranking

Evaluation Areas	1	2	3	4
Mentor Agreement	1	N/A	N/A	4
Application and Letter to the Principal	1	N/A	N/A	4
Mentor Verification (quality of time spent with mentor, according to mentor)	1	2	3	4
Project verification	1	2	3	4
Project Self-Evaluation	1	2	3	4
Student Log (written evidence of learning)	1	2	3	4
Degree of challenge for the student	1	2	3	4

Student signature _____

Mentor signature _____

Date _____

Senior Project Notebook Requirements

Cover: Student's Name, Mentor's Name, Year, Project

Cover Page: Topic of Project, Senior Project, Date, by Student's Name, Coloma High School, and Mentor's Name

Notebook Organization

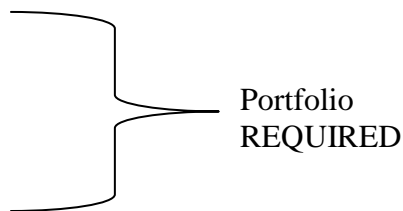
Table of Contents
Parental/Student Acknowledgement Form
Letter to Principal
Letter to Judges

PERSONAL MANAGEMENT:

1. Autobiography – 1 page type maximum
2. Resume
3. References
4. Letter(s) of Recommendation
5. EDP
6. MOIS Assessment
7. Work Experience

ACADEMIC SKILLS:

1. Transcript
2. Evidence Pages
 - Math
 - Science
 - Social Studies
 - English
 - Classes in Career Pathway
3. Academic Achievements



TEAMWORK SKILLS:

1. School activities – school work
2. List of athletics and extracurricular activities – pictures, awards, reflection
3. Anything that shows teamwork (possible self-reflection)

AWARDS & ACHIEVEMENTS:

1. Anything that you received while in high school—does not have to be related to school.

Notebook Organization (continued)

PROJECT (OPTIONAL):

1. Mentor Agreement Form
2. Physical Project Application
3. Senior Project Logs – 5-7 of them
4. Interview Verification – if applicable
5. Project Verification
6. Project Self-Evaluation
7. Mentor Project Evaluation Rubric

RESEARCH (REQUIRED):

1. Research Paper
2. Research Paper Self-Evaluation

PRESENTATION (REQUIRED):

1. Typed outline of speech
2. Copy of PowerPoint in handout format (6 per page)

Letter to Judges Format

Your street address
City, State ZIP
Current Date (return 4 times)

Senior Project Judges
Coloma High School
300 West Saint Joseph St.
Coloma, MI 49038

Dear Judges:

This is your letter to the judges. You will write 3 to 4 paragraphs about you in this letter.

The purpose of this letter is for judges to see you as more than just a portfolio and presentation. They will read this and understand you better as a person. Discuss the portfolio/presentation briefly, about 1-3 sentences to begin with and then lead into more personal information.

Suggestions regarding the content of this letter include writing about your family, hobbies, driving passions/principles, obstacles you've had to overcome, regrets you have, or people you want to thank.

You can write about any or none of these ideas, it is up to you. The most important thing to remember is that you write from the heart and mean what you say.

Sincerely, (return 4 times)

Sign your name in this area

Type your name

Senior Notebook Design Tips

- ❑ Choose a sans serif font for the title and section dividers. Sans serif means with *feet* like the fonts **Arial** and **Tahoma**.
- ❑ Use 72-point font minimum to fill up the white space on divider pages.
- ❑ Choose some sort of design and use it as a theme throughout the portfolio on divider pages, table of contents, and cover. Maybe it is a piece of clip art you use on every divider and the cover or it could be something as simple as a line.
- ❑ Please name the dividers as specified on the requirement's list.
- ❑ Get a protruding tab for easy access to that section.

Mentor Portfolio Evaluation

Student Name _____

Number 1 = lowest ranking

Number 4 = highest ranking

Neatness	1	2	3	4	Comments
Organization (of contents)	1	2	3	4	
Design (visual, fonts)	1	2	3	4	
Future usability (effectiveness)	1	2	3	4	
Personal Management	1	2	3	4	
Academic Skills	1	2	3	4	
Teamwork Skills	1	2	3	4	
Awards	1	2	3	4	
Project	1	2	3	4	
Research	1	2	3	4	
Presentation	1	2	3	4	

Question/Clarification:

Does it represent entire high school career?

Does it promote external activities?

Mentor signature

Student signature

Date

Research Paper Requirements

- ❑ Students must include a research paper in their portfolio. A research paper is written in English 11 and/or English 12.
- ❑ Students should edit their research paper a final time before inserting it into their portfolio.
- ❑ The research paper is invalid without an outline and works cited page.
- ❑ The research paper in the portfolio should be a clean copy—meaning without teacher’s marks.
- ❑ The research paper must be separated and displayed with all pages showing in the portfolio, including cover page, outline and works cited.
- ❑ It is acceptable for the research topic to be different from the physical project. The important element is that the physical project is the current career interest of the student.
- ❑ Upon placing the research paper in the portfolio, complete the research paper self-evaluation form.

Research Paper Self-Evaluation

Student Name _____

Research Title: _____

According to the experts, real learning, that which is remembered, takes place after reflecting on what you have read, observed, and done. We would like you to take some reflective time right now and answer some questions about the completed, final draft of your paper.

Directions: Answer the following question about your research topic.

1. List three interesting ideas or facts you learned about your research topic.
 - A.
 - B.
 - C.
2. If you were to write your paper over, what would you change and why?
3. Who or what helped you the most when you were writing your paper? How?
4. What helpful and realistic tip or bit of advice would you give someone who is going to be writing his or her Senior Project paper in the future? Why?
5. What aspect(s) of your paper makes you feel most satisfied or proud? Why?

Research Paper Self-Evaluation

Directions: Please rate your research paper on a scale of 1 through 4, with 1 being the lowest and 4 the highest.

- _____ Demonstrates correct format throughout the paper
- _____ Uses a strong thesis statement
- _____ Aligns the body of the paper clearly with the thesis statement
- _____ Demonstrates current knowledge on the topic
- _____ Represents accurate, thorough citing throughout paper
- _____ Contains a strong conclusion
- _____ Concludes with a thorough and complete Works Cited page
- _____ Illustrates competent use of mechanics, grammar, and punctuation
- _____ Maintains excellent balance between research and personal voice
- _____ Illustrates a variety of sentence structures
- _____ Demonstrates careful and skillful editing
- _____ Represents a personal learning stretch
- _____ Achieves a high level of personal satisfaction

Presentation Requirements

- Time requirement:** 10-15 minutes
- Time for questions:** Expect questions
- Portfolio requirements:** As stated in the Senior Project Booklet
- Physical evidence:** PowerPoint presentation
- Presentation must include:** Career pathway and career interest, research paper, and future plans. The physical project must be included for those choosing to complete one.

Student does not show for presentation: Student will not graduate

Student comes to his/her presentation late: This will present the possibility of the student not graduating

A “practice” presentation speech: Students should arrange for a practice presentation.

Judges—any information about students’ handicaps: Because community members are being used as judges, student handicaps may not be revealed

Notification to parents/guardians of the Senior Boards: Dates are included in our district’s annual calendar

PowerPoint Presentation

PowerPoint is a program that helps you produce a “slideshow.” Each slideshow consists of screens of information displaying one after the other. You, as the creator, have control over the content, layout, colors and special effects of the slideshow.

Create an Introductory Presentation

First Slide

- Open PowerPoint 2007
- A blank Title Page will appear.
- Make necessary changes to Title Page.
- Click on the Design tab to add a design to your presentation.

Remaining Slides

- Click on the Home tab
- Select the New Slide option
- Do this for all your remaining slides

Printing Presentation

- Click on the Office Button (in the upper left-hand corner)
- Choose Print
- In the Print Dialog box, under Print What—select Handouts 6 per page
- Click OK

Printing Outline

- Click on the Office Button (in the upper left-hand corner)
- Choose Print
- In the Print Dialog box, under Print What—select Outline View
- Click OK

PowerPoint Tips

- ❑ Type for title slides should be at least 36 point font
- ❑ Bulleted text should be no smaller than 24 point font

- ❑ Cut unnecessary words—a good rule to thumb is to cut sentences into phrases and phrases into key words
- ❑ Strive never to include more than 6 words per line
- ❑ 6 lines per slide
- ❑ 4-5 bullets per slide

- ❑ Think about how you could replace words with images
- ❑ Sans serif fonts are easier to read (**Arial, Lucida Sans**)
- ❑ Use no more than 3 fonts in the presentation

- ❑ Custom design backgrounds—everyone is tired of the standard PowerPoint templates!
- ❑ Don't use pictures as backgrounds; it makes the text hard to read.
- ❑ Dark backgrounds with light font are the easiest to read.

- ❑ Don't place text and graphics too close to the edge of your slides. The edge of the slides may be cut off.
- ❑ Never use “Random Transitions” choose one and use it throughout.

- ❑ Carefully edit your presentation, eliminating unnecessary or repetitious points to avoid losing audience interest.

- ❑ Don't read off the screen. Use slides as prompts, outlines, or conversation points, not cue cards.

- ❑ Use sound to enhance your presentation.
- ❑ Limit the presentation to 1 or 2 well placed sounds.
- ❑ Best to use a sound button rather than put sound in as a transition. It will be more effective.

- ❑ Keep in mind the audience members seated in the back of the room.

Clip Art

- ❑ Art should enhance and clarify your message.
- ❑ Watermark or subdue art that has text overlay on it for clarity.
- ❑ Use drop shadows on text that overlays clip art.
- ❑ Clip art can greatly increase your file size.

Presentation Practice Form

Student: You must practice your presentation before the Senior Project presentations. Please have those adults who listen to you practice your presentation sign below. Please note: one person **must** be your mentor.

I verify that I heard _____ practice presenting their Senior Project presentation.

Name: _____
(Print)

(Signature) Date: _____

I verify that I heard _____ practice presenting their Senior Project presentation.

Name: _____
(Print)

(Signature) Date: _____

I verify that I heard _____ practice presenting their Senior Project presentation.

Name: _____
(Print)

(Signature) Date: _____

Before Day of Presentation

- ❑ Make sure Senior Notebook is in order.
- ❑ Have presentation on a flash drive.

Day of Presentation

- ❑ Dress professionally. A student will present himself or herself in the best light if they look their best.
- ❑ Arrive early and make sure that you have everything you need.
- ❑ Wait quietly in the designated area until it is time to go to the room. Do not wait outside of the presentation room as it is distracting to others presenting and to the judges.
- ❑ Smile and put forth the great effort it took to complete this project.

APPENDIX

The following pages are items that the judges will be using to evaluate your Senior Notebook/Portfolio and your presentation. These include:

1. Senior Project Presentation-Requirement Checklist
2. Senior Notebook/Portfolio Checklist
3. Senior Project Judging Criteria
4. Senior Project PowerPoint Judging Criteria

Also included for you to use as a resource is the following checklists:

1. Senior Project Notebook Checklist (no physical project)
2. Senior Project Notebook with Physical Project Checklist

Senior Project Presentation
Requirement Checklist
2009-2010

Student's Name: _____

	YES	NO
Portfolio	_____	_____
Resume	_____	_____
Research Paper	_____	_____
Speech	_____	_____
Power Point Presentation	_____	_____

Judges' Overall Rating:

Excellent	Good	Fair	Poor
_____	_____	_____	_____

Senior Notebook/Portfolio Checklist
2009-2010

Student Name: _____

Cover					
Table of Contents					
Letter to Principal					
Letter to Judges					
Resume and References					
Research/Career Paper 3-5 Pages					
Senior Project Log					
Presentation Outline					
Power Point Presentation					
Physical Project Self-Evaluation (Optional)					

Senior Project
Judging Criteria

Student Name: _____

Professionalism

- _____ The portfolio is well organized, is easy to read and follow, has a neat and readable table of contents and has a professional looking cover.
- _____ The portfolio is somewhat organized with some readability problems, contains a preface that is not well developed, has a table of contents and has a cover.
- _____ The portfolio is missing at least one or more of the items that should be included and/or is so unorganized that it is unacceptable.

Content

- _____ The portfolio contains all of the items listed on the portfolio content sheet.
- _____ The portfolio is missing at least one or more of the items listed on the portfolio content sheet.
- _____ The portfolio is poorly organized and is missing several items listed on the portfolio content sheet.

PowerPoint Presentation Judging Criteria

Student Name: _____

Presentation	High		Low
* Professionally Dressed	1	2	3
* Appropriate Greeting	1	2	3
* Title of Presentation	1	2	3
* Information from Research	1	2	3
* Students Future Plans	1	2	3
* Appropriate Closing	1	2	3
* Organization	1	2	3

Mechanics

* Eye Contact	1	2	3
* Demonstration Technology	1	2	3
* Speak Clearly	1	2	3
* Proper Grammar	1	2	3
* Answer Questions	1	2	3
* Body Language	1	2	3

Senior Project Notebook Checklist

No Physical Project

- Table of Contents
- Parent/Student Acknowledgement Form
- Letter to Principal
- Letter to Judges

PERSONAL MANAGEMENT

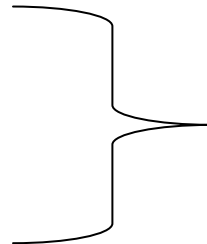
- Autobiography
- Resume
- References
- Letter(s) of Recommendation
- EDP
- MOIS Assessment
- Work Experience

ACADEMIC SKILLS

- Transcript
- ACT, MME, SAT, etc.

Evidence Pages

- Math
- Science
- Social Studies
- English
- Classes in Career Pathway
- Academic Achievements



**Portfolio
Required**

TEAMWORK

- School Activities – school work
- Extra-curricular activities

AWARDS & ACHIEVEMENTS

(does not have to be school related)

RESEARCH (REQUIRED)

- Research Paper
- Research Paper Self-Evaluation

PRESENTATION (REQUIRED)

- Typed outline of speech
- Copy of PowerPoint (handout format – 6 per page – black & white)

Senior Project Notebook Checklist

Physical Project

- Table of Contents
- Parent/Student Acknowledgement Form
- Letter to Principal
- Letter to Judges

PERSONAL MANAGEMENT

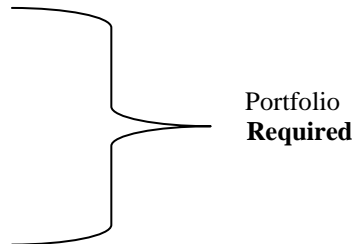
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TEAMWORK

- School Activities – school work
- Extra-curricular activities

AWARDS & ACHIEVEMENTS

(does not have to be school related)

PROJECT

- Physical Project Application
- Mentor Agreement Form
- Senior Project Logs
- Interview Verification (if applicable)
- Project Verification
- Project Self-Evaluation

RESEARCH (REQUIRED)

- Research Paper
- Research Paper Self-Evaluation

PRESENTATION (REQUIRED)

- Typed outline of speech
- Copy of PowerPoint (handout format – 6 per page – black & white)