

*Senior Project
Proposal Packet*



**Franklin High School
2008**

Dear Senior:

You finally made it! You are a SENIOR! Senior Project is your chance to demonstrate the knowledge, skills, and maturity you have gained during your school career. YOU choose the subject. Use Senior Project as an opportunity to satisfy your curiosity about a new area of study. Make it a stretch! Take a risk! Your results will be evaluated by a team of teachers and community members who are familiar with your subject. They WANT you to succeed! The following pages outline the steps.

The Senior Project consists of five parts, all of which must be completed in a satisfactory manner and in strict compliance with the deadlines on the Senior Project Time Line on page 4. Your review panel will evaluate your entire year's work in May. The title and final evaluation of your Senior Project will be placed on your permanent transcript. The five parts of the Senior Project are as follows:

1. **PROPOSAL** The first part is a proposal for an area of study that is a challenge for you and will hold your interest during this semester long process. The proposal includes a letter of intent, a focus statement and a tentative outline of your Senior Project paper, a working *Bibliography*, a signed site advisor agreement, and a parent permission form.

You will present your final proposal to a panel of community members and staff in October. Each panel will be headed by an FHS teacher. You and your panel will reach an agreement about your Senior Project. After you and your mentor sign your agreement, your mentor must approve any minor changes to the proposal if they become necessary, and they often do. Requests for major changes to the signed agreement must be submitted in writing to your mentor and approved by your panel on or before the January Midyear Check when you will meet with your panel to review your progress towards completion of Senior Project.

2. **PAPER** The second part is a eight to twelve page researched, documented paper that contains at least five sources (both primary and secondary) and meets the FHS format check and the guidelines for the style described in *Write for College* (with minor modifications) for your specific project. Your mentor will read and evaluate a complete working draft of your paper in late January / Early February. Your mentor will determine the topic and focus of the working draft meet the specifications agreed upon by you and your panel. Your site advisor, the expert in your field, will read this working draft of your paper for accuracy of content. Your final paper must first pass a format check, then a team of readers who will assess the paper using the *Research Paper Rubric*. In March and April, your panel members will read, but not assess, your paper before your presentation in May.
3. **PROJECT** The third part is a project or a learning experience that requires you to spend at least sixty (60) hours using the knowledge you gained from research and

from working with your mentor and apply that to an internship. The project can be a display of your learning experience or the internship experience itself.

4. **PORTFOLIO** The fourth part, the portfolio, has two components: a notebook or folder and a display for the Senior Project Exhibition in May. The portfolio demonstrates the process you used to complete your Senior Project. Your notebook or folder will include the following:
 - the **documents** pertaining to Senior Project
 - a **time sheet** that records the time you worked on your product and a summary of what you accomplished during that time
 - a **journal** reflecting on your work, your process, and your growth
 - The completed *Competency Checklist (p. 17-19)*

You should begin keeping a folder of all your documents starting with your proposal packet. As you work through the process for each component of the Senior Project, add any papers, plans, notes, interviews or observations that pertain to that part. As your product nears completion at the beginning of May, organize the contents of your portfolio and add any additional pieces, such as the reflection on the paper and your product evaluation and resume. Put the organized portfolio in a professional-looking cover and check it for overall neatness and legibility. The Exhibition in May will include your entire portfolio and your project. Your project might not be tangible; for example, you might spend time tutoring or working at a service agency, but your portfolio will document what you have done. Documentation might include photographs, a videotape, or a slide show. Some students may wish to participate in a performance as part of the documentation of their project. This usually takes place during the Exhibition in May but may be scheduled at another time outside of the high school with your panel's approval.

5. **PRESENTATION** The fifth part is a fifteen to twenty minute oral presentation of your entire Senior Project to your panel in May. A question and answer period follows each presentation.

If you do not complete any one of the five parts in a satisfactory manner, you and your parents will be notified that you may not have the privilege to continue to pursue the senior project. At that point you may appeal to the Senior Project Advisory Board for a hearing to consider whether or not you may continue in the Senior Project process. Failure to complete any part in a satisfactory manner, or to meet any deadline, automatically disqualifies you from earning an "A" on that component of your Senior Project.

Senior Project Proposal Guidelines

The proposal will include a **letter of intent** (due May 30²⁰⁰⁸) which contains the following information:

- A statement of the general area of your study, an explanation of why you chose this area, an account of what you already know or have accomplished in this area, and a description of the reason(s) this project is a challenge for you;
 - A statement which identifies the topic and tentative focus for your paper;
 - An explanation of the connection between your research and your project
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Senior Project Proposal Checklist

Letter of Intent- **Due May 30, 2008**

Paragraph One

Includes a statement of the purpose and general area of my Senior Project.

_____yes _____no

Explains *why* I chose this area.

_____yes _____no

Explains what I already know or have accomplished in this area.

_____yes _____no

Explains how this Senior Project will challenge me.

_____yes _____no

Paragraph Two

States the topic and focus of my paper.

_____yes _____no

Explains how the paper and the project are related.

_____yes _____no

Paragraph Three

Explains what my project will be.

_____yes _____no

Identifies my potential Site Advisor and his / her expertise in my area of study

_____yes _____no

Gives a time and or cost estimate

_____yes _____no

Paragraph Four

Explains how the internship will provide me an opportunity to meet

all of the FHS Academic & Civic and Social Expectations

_____yes _____no