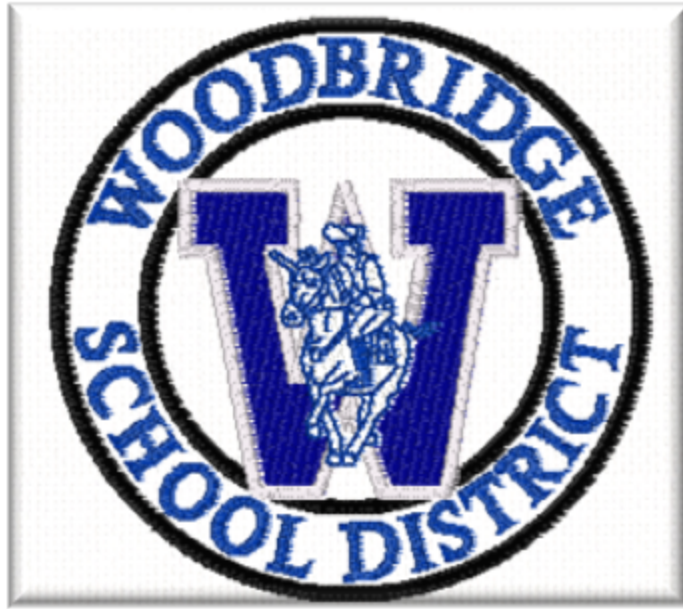


Senior Project Guideline Book



***Woodbridge High School
Greenwood, Delaware***

Name _____

Pathway _____

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Senior Project Due Dates

Prior to Start of Senior Project - Choose Topic and Develop Product Plan

May 30, 2018 - Parent/Student Understanding, Tentative Topic and Plagiarism Contract Due ^

June 5, 2018 – Parent/Student Project Submission Form Due ^

Marking Period One: Aug 28 – Oct 31, 2018

Parent/Student Project Reminder Due ^	Process: 5 pts
Progress Check ^	Process: 5 pts
Outline/Notecards Due *	Product: 10 pts
Rough Draft Due *	Process: 10 pts
Final Draft Due *	Product: 90 pts
Log Book Check ^	Process: 5 pts

Marking Period Two: Nov 1 – Jan 23, 2019

Progress Check ^	Process: 5 pts
Abstract *	Product: 25 pts
Progress Check ^	Process: 5 pts
Professional Interview *	Product: 25 pts
Progress Check ^	Process: 10 pts
Completed Portfolio Due */^	Product: 50 pts
Log Book check^	Process: 5 pts

Marking Period Three: Jan 24 – March 28, 2019

Progress Check*	Process: 10 pts
Progress Check *	Process: 10 pts
Product Due */^	Product: 100 pts
Log Book check ^	Process: 5 pts

Marking Period Four: April 1 – May 17, 2019 (Presentation Day)

Progress Check ^	Process: 5 pts
Media Presentation/Presentation Outline Due *	Process: 10 pts
Practice Presentations ^	Process: 10 pts
Reflection paper/Log Book^*	Product: 25 pts
May 17, 2019 - Presentation	Product: 100 pts

* Schoology Due Date ^ Turn into your pathway Advisor

*^ Both Schoology and Pathway Advisor

*/^ Either Schoology or Pathway Advisor depending on Advisor Preference

Specific due dates will be assigned at the beginning of your senior year. You will receive these along with the rubrics that will be used to grade the components of your project.

Are you ready for your senior project experience?

Some changes you need to know about

1. *The project has been restructured from previous years. There are now multiple check in dates that you will receive a grade for. It is your responsibility to check in with your advisor on those dates in order to receive the appropriate grade. Please read the book thoroughly – do NOT depend on what you know from those who have already done this project.*

2. ***You must pass the Senior Project Focus Class with a 65% or higher and complete each component of the Senior Project to receive your credit needed for graduation.***

3. *Each portion of the project MUST be completed in order to receive your credit. 10% points will be taken for each CALENDAR day a component is late. Items greater than 10 calendar days late must still be completed however, will receive 0 credit.*

4. *Students must attend a mandatory writing seminar at the beginning of the school year. You must attend one of the seminars.*

5. *If you score a 90% or higher on the Rough Draft of your paper, you do not need to make any adjustments and are excused from your Final Draft.*

6. *You must have at least 3 Primary Sources and 2 Secondary Sources. (Reference the Paper guidelines in this packet for more clarity.) Your professional interview may be done in advance with the permission of your advisor and be utilized in place of one of the Primary Sources.*

7. *Professional Interview Paper: a Professional Interview must be completed with an expert in your field (approved by your advisor), at least 10 questions, in one of the formats provided and single spaced, Times New Roman 12 pt font.*

8. *You must have at least 50 notecards plus 5 source cards. Those who turn in less will receive their work back to complete and 10 % points from date of return to date of completion will be deducted (calendar dates) from grade.*

Choosing a Topic

A senior project is learning about and/or doing something in which you have a special interest. This is your chance to choose a topic that will be interesting and worthwhile and will extend your knowledge in your chosen field. However, making the decision may not be easy. Choose carefully, consult with your Senior Project Coordinator, and remember to keep your product manageable. Here are some guidelines:

- Relate the topic to your interest or career choice within your established pathway.
- Make the topic broad enough to provide adequate resources and to yield a written report of the desired length and depth of study.
- Choose a topic that lends itself to a manageable and affordable product.
- DO A BRIEF RESEARCH CHECK BEFORE YOU COMMIT TO YOUR TOPIC. Make sure there are appropriate research options available. You will need three (3) Primary Sources and (2) Secondary Sources.

Choosing a Product

Carefully choose a product to build or produce or a community-based service to provide. Answer these questions:

- Does the research enhance the product? Is there a clear connection between the research topic and the product you want to produce?
- Does the product represent significant amounts of time, effort, and appropriate complexity? Does it go beyond what you already know how to do?
- Will the product involve tangible evidence of your work - either something physical that can be seen and touched, a community-based service that can be documented as beneficial, or something performed, such as a play or performances written, produced, taped and presented?
- Is the product/service useful and/or beneficial and how could it be applied?
- A pamphlet/booklet/video alone is NOT an acceptable senior project. Your information must be distributed in order to be considered beneficial.
- See Product Rigor Scale on page 20.

Components of the Senior Project

The senior project is an integral part of your final year of high school. It integrates knowledge, skills, and concepts from your program of study into one culminating project. A senior project consists of a written research report, a professional portfolio, a major product, and an oral presentation. These components should be interrelated. The FOUR Main components are outlined as follows:

Research Paper: A formal research paper that demonstrates a proficiency in the research and writing of your chosen topic. Minimum of five (5) pages in length. Times New Roman 12 pt, double spaced and MLA Format.

Portfolio: A professional presentation of your research, paper and project that demonstrates an understanding of your given topic and the guidelines aligned to the portfolio. Portfolio contents must be typed. It will also include your abstract and interview report

Product: a tangible creation based on choosing, designing, and developing an item related to your field of study. Must be impactful and relevant.

Presentation: Each student will present a formal presentation of the project before a panel of judges.

Conducting Research

Where you get your information is key to a successful research project. A minimum of Five (5) sources must be used. Sources must be validated, contain pertinent information to your topic and be academic in nature to qualify for use. A Minimum of Three (3) of the Five (5) must be Primary Sources and Two (2) of the Five (5) may be Secondary Sources. You may choose to do your professional interview early and use this source in place of one of your Primary Sources. This paper must be FIVE pages or greater in length and double-spaced.

Examples of Primary Sources and Secondary Sources:

Primary Sources

Original Information

- Autobiography
- Data
- Documentary
- Experiment Results

- Interview
- Legal Statement
- Letter
- Memoir
- Speech
- Statistic

- Survey

Secondary Sources

Interpretation of Information

- Article
- Essay Review

Remember: This is a research paper, not a book report!

Things to remember:

- Do NOT write in first person.
- Do find appropriate and qualified sources to back up your research.
- Do use academic studies with relevant research to include appropriate data in your project.

Assembling Research Information

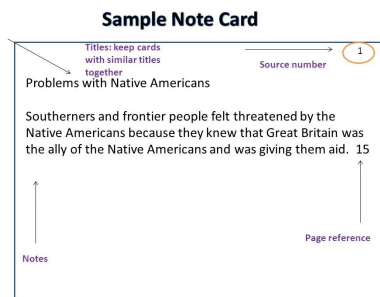
Note Cards Format – Powerpoint (each slide is a card). Handwritten Cards may be used with Advisor permission but must be scanned and uploaded to Schoology for due date. You must have at least 50 notecards plus 5 source cards. Those who turn in less will receive their work back to complete and 10 % points from date of return to date of completion will be deducted (calendar dates) from grade.

- Create a separate note card for each source. This card should include a source number in the upper right corner of each card, the title of the source, author and other appropriate bibliography information. See example 1 below.
- When writing note card: See example 2 below. Use a separate note card for each main idea.
- Write a key word in the upper left corner of the card. Write the page number of the source at the bottom of each note card.
- Be sure to indicate quoted or paraphrased material and all notes exist within context and are accurately recorded. Reread the notes to make sure you understand them.
- Suggestions for organizing Note Cards
- Use the key words to organize the note cards. Distinguish between main and sub-topic ideas.
- Arrange cards in the order they will appear in the paper.

Example 1:

Example

2:



Outline

Each student will submit, with their note cards, an outline of their research paper. This should follow MLA format (examples can be found on Perdue Owl) and be specific to your paper. This should be well-thought out, content specific and aligned with your intentions for your paper. You should use the Research Paper Organizer included below for reference and framework guidelines. Times New Roman 12 pt, MLA Format

Research Paper

Research paper – Each student will submit a formal paper that encourages you to develop and demonstrate proficiency in conducting research and writing about a chosen topic.

Research activity in your paper must include a minimum of five (5) references from at least three (3) different sources. These must be cited according to MLA format. This paper must be FIVE pages or greater in length, Times New Roman 12 pt. and double-spaced. Use the below organizer to help you format your paper.

Things to keep in mind:

- 50 notecards, 5 source cards and a complete outline must be submitted prior to the rough draft.
- A rough draft must be completed before the final report can be submitted.
- If you score a 90% or above on your rough draft, you are excused from your final paper submission.

Research Paper Organizer

I. Introduction Paragraph(s)

- A. Hook
 - a) What is the main idea?
- B. Background
 - a) What information is necessary to understand the main idea?
 - b) Define anything the reader needs to know to understand the essay.
- C. Thesis Statement
 - a) What is your essay about?
- D. Statement of Development
 - a) What first topic supports the claim?
 - b) What second topic supports the claim?
 - c) What third topic supports the claim?

II. Body Paragraph(s)

- A. Topic Sentence (sub topics to support the main topic)
 - a) What topic supports the claim?
- B. Support
 - a) What first evidence describes the topic?
 - b) What second evidence describes the topic?
 - c) What third evidence describes the topic?
- C. Conclusion
 - a) What does the evidence show to support the claim?

III. Conclusion Paragraph(s)

- A. Thesis Statement
 - a) What is the claim about the main idea?
- B. Statement of Development
 - a) What first topic supports the claim?
 - b) What second topic supports the claim?
 - c) What third topic supports the claim?
- C. Conclusion
 - a) What final thought summarizes the essay?

Abstract

It is vital to write a complete but concise description of your work to provide your panel a brief overview of your research prior to your presentation. Abstracts should answer the questions detailed below. Each section is typically no more than one or two sentences, although there is room for creativity. In particular, the parts may be merged or spread among a set of sentences.

What is your topic?

Who does it involve? Who uses experiences, participates or is otherwise attached to topic?

When did it become relevant? Include also significant time frames you address in you research.

Where is it located? Or what area of the globe is significant to the topic?

Why is your topic worthy of such research and attention? What are significant outcomes related to this field of research?

How is it relevant? What processes are aligned with your topic?

Other Considerations

An abstract must be a fully self-contained, capsule description of the paper. It can't assume (or attempt to provoke) the reader into flipping through looking for an explanation of what is meant by some vague statement. It must make sense all by itself. Some points to consider include:

- Meet the word count limitation. An abstract word limit of 150 to 200 words is common. This is not required for your abstract but should be kept in mind. You don't want it to run long.
- Make sure you share relevant information. Superfluous information will only make it wordy and jumbled.
- **Do not write in first person.**

Interview

An interview with a knowledgeable person (a primary source) can be very valuable. You will need to submit your interview in one of two formats: Example 1) Q and A style report; Example 2) A Narrative Essay. See examples below.

The interview paper should be single spaced, Times New Roman 12pt. There is a requirement of at least 10 interview questions. The interview must be completed face to face, via a telephone call or through email (as a last resort). If your source is local, every reasonable effort must be made for a face to face interview. Your Advisor MUST approve of your interviewee and interview questions PRIOR to your interview.

Q and A Report – Example 1:

Interview of John Smith

By Jane Doe

Question One: In your opinion, how is the influence of Bach seen in the world's development of compositional work?

John Smith: "You can see that Beethoven studied Bach. He is quoted in Beethoven's journals and he mentions playing Bach's music. Bach inspired Mozart to create contrapuntal complexities in his music which became Mozart's defining feature in his music. These are the forefathers of music in a way. They popularized original music and much of their music is still played and studied today. To see Bach's influence, all one must do is look at the compositions of today and trace their roots back. You'll find a hint of Bach almost anywhere."

Narrative Essay – Example 2:

Interview of John Smith

By Jane Doe

In speaking with Mr. Smith, I asked about his teaching experience at Woodbridge High School including the courses he taught.

Mr. Smith detailed his ten years at Woodbridge High School, first as an English teacher and then as an English Language Learning teacher. By the seventh year, Mr. Smith then took on the yearbook classes before finally moving onto puppet theatre, which he currently teaches ten classes of. Mr. Smith states "It's been an interesting journey from English to Puppetry but one that I fully embraced and truly feel as though it has been one of self-discovery and constant learning. And that's what teachers should always be looking to do – to learn so they can push themselves and by proxy, their classrooms and students, further."

Before the interview:

- Decide on your purpose. What do you want to find out?
- Write your questions and organize them in logical order.
- Learn something about the person to be interviewed (background, title, duties, etc)

During the interview:

- Make a good impression. Dress for the occasion. Be on time. Five to 10 minutes early is better. Smile, state your name clearly, shake hands, and state your purpose.
- Ask pertinent questions and listen for interesting information. Ask for clarification if needed. Remember, direct quotes must be accurate, and something "off the record" should stay that way.
- A good idea is to record your interview. Ask permission first. This will allow for direct quotes.

After the interview:

- Express appreciation at the interview and in a "thank you" note. Review your interview notes immediately. Fill in gaps and add information that will be helpful later in the project.

Portfolio

Each student will create a professional portfolio containing a collection of the following items from the senior project.

- | | | |
|-------------------------|---------------------------|------------------------|
| 1. Table of Contents | 5. Outline | 9. Product Description |
| 2. Tentative Topic Form | 6. Final Paper | (3 paragraphs) |
| 3. Commitment Form | 7. Abstract | |
| 4. Notecards | 8. Professional Interview | |

Components 1 and 5 - 9 must be typed and all components must be in the order listed above. Binder Dividers must be used, sheet protectors are not permitted.

Product

Each student will develop a tangible creation based on choosing, designing, and developing an item related to your field of study. The product can be a service that would benefit the school or the community however, it may not be an installation project on a WSD campus. Products that are fundraisers or outreach events may not take place on a WSD campus without advance approval from your advisor and district administration.

- The product should challenge you, allow you to show application of learning, and reflect that you have spent substantial time completing the project. See Product Rigor Scale on page 20.
- A senior project coordinator will approve your initial plans.
- Pamphlets, Power Points, brochures and flyers are not acceptable stand-alone products in any pathway.
- Fundraiser products must include: 50 documented hours at a preapproved community service site, 3 public forums (presentations), executive of a national organization will be used as the interview for the paper and a newspaper article with picture of event must be published before presentation.
- Products must be related to your area of research and maintain a high level of rigor. Your pathway advisor MUST approve your product before it can be considered an official portion of your project. Your product may NOT be something completed BEFORE your advisor(s) approval has been given.

Media Presentation

You are required to prepare a presentation via an accessible and Windows compatible program that accompanies your oral presentation.

- Your presentation should be between 12 and 15 slides.
- Minimum of four (4) pictures/charts that enhance your presentation and communication of the topic. These should be content related: charts, diagrams, studies, examples. Clipart/decorative images do not count.
- Presentation should utilize fonts and color schemes that make it easy to read.
- Animation and transitions should only be used sparingly, if at all, and should not interfere with the understanding of your presentation.

This should enhance your presentation and provide supportive documentation for your topic. This should not be your speech on a slide or read verbatim at the presentation. Suggested programs: Powerpoint, Google Slides, Prezi

Presentation Outline

Each project must have a presentation outline submitted prior to your oral presentation. This outline should include the order you wish to discuss your research, product and overall project. It should be content-specific. This should include broad ideas of what you want to be sure you discuss – it is NOT your entire speech. An Example has been provided below.

Example Presentation Outline

INTRODUCTION

- I. Attention-getter (include introducing yourself and your topic)
- II. Central Idea
- III. Preview the main points

Transition:

BODY (you should have as many of these as points you have to discuss)

- I. Main Point (A declarative sentence about the first main idea for your topic)
 - A. Supporting point
 1. Sub-supporting point
 2. Sub-supporting point
 - B. Supporting point
 1. Sub-supporting point
 2. Sub-supporting point

Transition:

- II. Main Point
 - A. Supporting point
 1. Sub-supporting point
 2. Sub-supporting point
 - B. Supporting point
 1. Sub-supporting point
 2. Sub-supporting point

Transition:

Any additional main points should be added here as demonstrated above.

PRODUCT

- I. Introduction
- II. Description
- III. Product

CONCLUSION

- I. Summary of the main points
- II. Restatement of the central idea
- III. Closing lines that relate back to the introduction
- IV. Works Cited
- V. Thank you, Any Questions?

Things to keep in mind:

- Indicate on your outline where you will use visual aids. A great way to do this is to correlate your outline to your media presentation.

For Example:

I. Main Point: Slide #3: The viscosity of the stain chosen directly impacts the control with which one is able to apply and manipulate the product on the wood.”

Oral Presentation

Each student will present a formal presentation of the project before a panel of judges. The presentation consists of:

- A speech of at least 10 minutes but not more than 20 minutes in length.
- An explanation of how learning was applied in developing the product
- A discussion of lessons learned
- Use of visual aids including but not limited to a presentation on the SMARTBoard. Must include citation slide at the end of the presentation

Hints for Speech Organization – REFERENCE THE PRESENTATION OUTLINE!

- Introduction: Introduce your topic and try to capture the audience's attention.
- Body: Describe your research and what you learned. Include at least one pertinent professional study that provides data to support your conclusions. Also include a synopsis of your product, including visuals as appropriate.
- Conclusion: Connect the introduction, implications for learning and possible plans for the future. You may choose to include why you chose this topic, what it taught you or other personal connections to the topic.

Suggestions

- Follow a well-rehearsed outline. Don't ramble.
- Practice, practice, practice. Build logical transitions between major sections. Plan and rehearse until you feel comfortable with your speech.
- Be sure to cite sources during your presentation. This includes pictures that you choose to incorporate into your visual aids.
- Plan well ahead for your multimedia equipment needs. Securing all equipment is YOUR responsibility.
- Back up all electronic materials.
- After your introduction, introduce any special guests that are at the presentation at your request.

Reflection Paper

Reflecting on your work is a good way to strengthen learning. It enables you to look back on new information and to apply that knowledge in new and creative ways. **Your reflection can be written in the first person and should be at least one typed page, single space, Times New Roman 12 pt.** that includes the following:

- Impact of the senior project process on you and your future plans
- Positive and negative hurdles you encountered in your research and product
- How will you use your information learned in your future?
- Your recommendations about the senior project

The Senior Project Coordinator is your Career/Technical or pathway teacher. He/she will assist you with your product development and provide guidance throughout the project. Questions should be first directed to your advisor. If they cannot provide you the answers you are seeking, they will set up appropriate resources for you to explore.

Senior Project Responsibility Descriptions

Responsibilities of the Student – Before Your Senior Year

- 1) Confer, as needed, with your Senior Project Coordinator.
- 2) Identify a topic.
- 3) Relate the product or service to your career pathway.
- 4) Ensure there is adequate research available to complete your chosen topic.
- 5) Tentatively identify a product to build or a service to perform.
- 6) Secure parental and Senior Project Coordinator approval for your topic and product.
- 7) Read the Senior Project Handbook CAREFULLY to ensure your understanding of expectations, guidelines and due dates. You are responsible for this information even if it isn't addressed in the classroom.

Responsibilities of the Student – During Your Senior Year

- 1) Adhere to all deadlines as printed in your handbook.
- 2) Conduct research by using print and electronic media and interviewing knowledgeable experts in the field.
- 3) Complete each portion of the project in the term assigned.
- 4) Prepare for the oral presentation. This includes practicing ahead of time, professional dress, scheduling the presentation, etc.
- 5) Present the research in an oral presentation to the Senior Project Evaluators and respond to questions.

Responsibilities of the Senior Project Evaluators

- 1) Use established rubrics in evaluating presentations.
- 2) Ask questions to ensure understanding by the student.

Responsibilities of the Senior Project Coordinator (CTE or Program of Studies teacher)

- 1) Approve product selection
- 2) Assist and advise the student in the technical aspects of research.
- 3) Evaluate the first draft of the student's research paper and suggest revisions.
- 4) Evaluate the final written research paper.
- 5) Serve as a resource to the student in all stages of product development.
- 6) Allocate time and make arrangements for the student to work on his/her product as needed within reason.
- 7) Advise the student in planning his/her oral presentation.
- 8) Evaluate the product or service.

Frequently Asked Questions about Senior Projects

1) Can my parents and other family members attend my presentation?

WHS encourages parents and family members to attend presentations. They may not, however, serve on your evaluation committee. Presentations will be scheduled during a district-wide professional development day. You should keep that entire day free for your presentation.

2) What happens in an instance of plagiarism?

Plagiarism is not acceptable. Any verification of plagiarism will result in a zero grade for that component of the project. You will need to redo that component in order to meet the requirements for graduation but the grade for that component will remain a zero. This could impact your final grade and cause you to not achieve the grade needed for credit.

3) How will the presentation be initiated?

You will be assigned a scheduled presentation time. The project coordinator will introduce you and give an overview of your background and product information.

4) Are there any tips that will help me complete my project successfully?

Manage your time wisely, adhere to all established deadlines and take special care with your rough draft as it will make your final draft that much easier to complete. Also remember that the project components are sequential and should be completed in order. Be sure to review the rubrics that you will receive at the beginning of the year as they will be used to grade your paper, product and oral presentation.

5) Are there any penalties if I don't get things in on time?

Yes. Late submissions receive a 10% per CALENDAR day reduction in grade. Required components of the project as found on the grading policy page must be completed even if they are past 10 CALENDAR days late. They will receive a score of 0% but must be completed to meet the project requirements.

6) If I enroll in Woodbridge High School during the year, do I have to do a Senior Project?

Yes. All seniors expecting to graduate from Woodbridge High School must complete a Senior Project. We will have a modified time line for all aspects of the project.

7) What if I am a Special Education student?

All Special Education seniors will complete all requirements and deadlines listed within this booklet but it will be with accommodations provided through a student's IEP or 504. Check-ins will occur with the Special Education Coordinator to ensure appropriate progress towards project completion of all components of the Senior Project. Please note, the Special Education Coordinator is not your Pathway Advisor and therefore questions about the content or requirements of your Senior Project should be discussed with your Pathway Advisor. The accommodations in the student's IEP or 504 will be provided to support the student in completing these requirements and deadlines appropriately.

8) Are there any special requirements for the research paper?

Yes. Your paper must be typed, double spaced, use a 12 point font, use the "Times New Roman" font for print, have one inch margins and be printed in black ink.

9) What about the interview requirement?

A face to face interview with an expert in your topic is a required part of your paper. This person can not be a family member and must not be an employee of the Woodbridge School District.

10) If I am in SCOPE do I have to complete a Senior Project?

Yes you do. The Senior Project is a requirement for graduation from the Woodbridge School District.

Senior Project Grading Policy

A senior project is a large undertaking. To help guide you, please use this book as a rule. The senior project is a credit requirement towards graduation. Each graduate from Woodbridge High School must complete this credit. This credit will be counted as an independent study course. In order to receive your credit you must achieve a successful completion by completing ALL required portions of the project and receiving an overall grade of 65% or better.

You will receive Rubrics from your pathway teacher at the beginning of your senior year. They will provide insight into what you will be graded on. Please be sure to read them over carefully. Each marking period, Product (could include multiple assignments) and Process Scores (could include multiple assignments) are assigned. The scores will be averaged together, to determine the final total grade. You are encouraged to track your progress on eSchool.

Each portion of the project MUST be completed in order to receive your credit. 10% points will be taken for each CALENDAR day a component is late. Items greater than 10 calendar days late must still be completed, however, will receive 0 credit. This will affect the possible grade earned at the end of the year.

In order to graduate you MUST have the following:

Required Completed Components (completed to standard specified in your book):

Outline of Research Paper

Notecards

Rough Draft

Final Draft

Abstract

Professional Interview and Interview Paper

Portfolio

Product

Media Presentation and Presentation Outline

Reflection Paper

Completed Log Book

Oral Presentation

In addition to an overall average of 65% or greater in your Senior Project Focus.

Senior report cards will have grade entry for senior project.

All Assignments are to be turned into your pathway advisor.

Note: Exact Due Dates will be given at the start of your Senior Year.

Failure to meet the established deadlines may result in some or all of the following:

- A lower grade on that component of the project that is late
- Parent notification of progress
- Deadlines are mandatory, regardless of your attendance.

All components must be completed to graduate. Seniors who fail to complete the senior project according to the guidelines will jeopardize graduation.

Tentative Topic Worksheet

Name _____

To begin planning for your Senior Project, think about three (3) topics within your career pathway that you would like to study further. In the space below write a summary paragraph for each of those ideas. Be sure to include the research topic and a description of the product you plan to develop. A committee will review your topics and make comments and suggestions to help you. These will be returned to you before the end of school in June. Submit this worksheet to your Senior Project Coordinator no later than June 3.

Tentative Topic #1:

Research: _____

Product: _____

Tentative Topic #2

Research: _____

Product: _____

Tentative Topic #3

Research: _____

Product: _____

Parent/Student Project Submission Form

Dear Class of 2019 and Parents/Guardians,

Congrats – you have completed the first part of your senior project by turning in the Tentative Topic form, Senior/Parent Understanding and Plagiarism Contract! Your Senior Project submission has been reviewed and approved by your advisor(s). Please read the information below carefully. Any questions should be handled before the end of 2017 – 2018 school year.

Looking forward to a great senior year!

FAQ regarding the Senior Project

Can I change my topic/product?

No. Once the topic and product has been approved by your Advisor(s), the opportunity for revisions has past.

Who do I speak to in regards to Senior Project questions/concerns?

All questions should be directed to your pathway advisor. If further involvement from another staff member is necessary, your advisor will handle the questions and/or arrange a meeting. Your book that you received at the Rising Senior meeting also provides guidance. Check there first to see if your questions have been answered.

Who grades my Senior Project?

All written submissions and product submissions are graded by your pathway advisor. The presentation itself will be on MAY 17, 2019 (you must be available for the entire day – time will be assigned at a later date) and will be evaluated by a panel of at least 4 teachers and/or other subject appropriate accomplished professionals.

What is required of my Senior Project?

Students are required to follow the guidelines provided in the Senior Project Guidelines book to complete a successful Senior Project. Students must have grade of 65% or higher in the Senior Project class for the year and complete ALL required components of the Senior Project in order to be eligible for graduation.

Need to Know Information

Below you will find your Project information, addendums and requirements. If you have any questions, please see your advisor BEFORE the end of the 2018-2019 school year.

Student Name: _____

Pathway: _____ Topic: _____

Product: _____

Addendums: _____

Requirements: _____

Pathway Advisor Signature: _____

Please read the above information carefully. By signing below, you are confirming that you have read, understand and can fulfill the above information related to your project. It is your responsibility as the student and as parents/guardians to review grades and ask questions of the pathway advisors as they arrive and maintain communication regarding your project.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____ **Please sign and return to Pathway Advisor by June 5, 2018.**

Woodbridge High School

Senior Project

Parent/Student Understanding

Before beginning your senior project, be sure you have read this entire booklet and familiarize yourself with its contents. You must also share this information with your parent/guardian. After reading this guide booklet, sign below and return to your Senior Project Coordinator. This form must be returned before work can begin on your senior project.

I have read the Senior Project Guide Booklet and understand its contents. I understand that I am responsible for completing all components of the Senior Project and must meet every deadline in order to receive credit. Furthermore, if I do not meet the deadlines for each component, I must still submit all components in order to successfully complete the senior project. I must submit all components of the project and receive at least a 65% or better in my Senior Project class to receive the senior project credit for graduation. I also understand that any plagiarism on my part will result in a failing grade. Failing grades may affect my graduation. I understand that deadlines are mandatory, regardless of my absence. Lastly, I understand it is my responsibility to be active in knowing what is expected of me and I must actively check my senior project grades on HAC. As a senior, I am responsible for communicating with my Pathway Advisor any concerns or questions throughout the project. I will be available to present at my assigned presentation time for the 2018-2019 school year on Friday, May 17, 2019.

Student's Name	Student's Signature	Date
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As the parent/guardian of the above student, I have read the Senior Project Guide Booklet and understand its contents. I understand that my child must complete all requirements of the senior project and meet all deadlines established in this booklet. I realize that if my child does not submit all requirements of the senior project and receive a 65% or better in their Senior Project class, his/her graduation will be in jeopardy. Furthermore, I realize my child is required to have completed their Senior Project credit successfully in addition to other credit requirements to graduate from Woodbridge High School. I also understand that any plagiarism, including "cut and paste" will result in a failing grade for my child and failing grades may affect their graduation. Deadlines are mandatory, regardless of my child's absence. Lastly, I will actively monitor my child's progress during their senior project by checking their grades on HAC and I will communicate with their Pathway Advisor when I have questions. I also am aware my child must be available to present on the designated senior project presentation day for the 2018-2019 school year which will be Friday, May 17, 2019.

***Please note: the signature below must be of the parent or guardian who is the primary guardian for the student.**

Parent/Guardian Name	Parent/Guardian Signature	Date
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Parent/Guardian Phone Number	Parent/Guardian Email (if applicable)
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I prefer to be contacted by:
PHONE _____ **EMAIL** _____

Plagiarism Contract

Plagiarism can be defined as submitting another person's ideas, words, data, or images as your own. The Webster dictionary defines plagiarism as stealing and passing off the ideas or words of another as one's own or to use another's production without crediting the source. Plagiarism is a form of academic dishonesty and it is the same as stealing. It is important for you to understand that plagiarism has been committed if you have done any of the following:

- used phrases, quotes, or ideas not your own or copied and pasted from a document or source without using quotes and proper citation.
- paraphrased the work of another even if you have changed the wording or language
- used facts or data not considered to be common knowledge
- submitted a paper written for another class
- submitted a paper as your own (even though you may have paid for it) from a service or agency that wrote the paper or provided it for you
- submitted a paper that another person has written for you and used it as your own (even though the person may have given you permission to use it)
- used an interview conducted by another person or entity and passed it off as your own.

Plagiarism not only encompasses written work, but also applies to computer data, visual arts, performing arts, music, and videos.

It is important that the integrity of the Woodbridge High School senior project process be protected from academic dishonesty. Academic dishonesty devalues the hard work and time students and staff have put into the senior project experience. Even inadvertent omission of a citation or reference is considered plagiarism. At a minimum, inadvertent omission of a citation can bring your integrity and character into question. Because of this, it is important to ask your teacher if you are unsure if an acknowledgement or citation is needed.

Plagiarism will result in a zero for the senior project component and a mandatory redo of the component due within ten calendar days. It may also result in further administrative disciplinary action.

I, _____ am aware of the serious nature of plagiarism and have read and understand what plagiarism is and its consequences. I will not use anyone else's ideas, words or products as my own without proper acknowledgement as described in the Senior Project guidelines.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Product Rigor Scale

	0 Point s	1 Point	2 Points	3 Points	Total Points
<i>Culminating Performance/Event</i>	<i>N/A</i>	<i>1-2 hours</i>	<i>3-4 hours</i>	<i>> 5 hours</i>	
<i>Total Preparation Hours</i>	<i>N/A</i>	<i>30 -40 hours</i>	<i>40 – 50 hours</i>	<i>> 50 hours</i>	
<i>Video representation of Product (iMovie, Premiere)</i>	<i>N/A</i>	<i>1-4 minutes</i>	<i>5-10 minutes</i>	<i>> 10 minutes</i>	
<i>Presentation to an appropriate community group</i>	<i>N/A</i>	<i>1 presentation</i>	<i>2 presentations</i>	<i>3 presentations or more</i>	
<i>Physical manifestation of the product</i>	<i>N/A</i>	<i>Advisor Determined</i>	<i>Advisor Determined</i>	<i>Advisor Determined</i>	
<i>Community Impact</i>	<i>N/A</i>	<i>Advisor Determined</i>	<i>Advisor Determined</i>	<i>Advisor Determined</i>	
<i>Professional Printing/Packaging/Appearance</i>	<i>N/A</i>		<i>X</i>	<i>X</i>	
<i>Digital Distribution</i>	<i>N/A</i>		<i>X</i>	<i>X</i>	
<i>Monetary/Product Donation to an appropriate group</i>	<i>N/A</i>		<i>X</i>	<i>X</i>	
<i>Volunteer/Work Hours</i>	<i>N/A</i>	<i>25-50 hours</i>	<i>51-74 hours</i>	<i>>75 hours</i>	
<i>Meets pathway provided rubric</i>	<i>N/A</i>				
<i>Advisor Determined Criteria</i>	<i>N/A</i>				

Product must score 11 points or greater to qualify

Total: _____

You do not need to meet all of these components. You must meet enough of them to score an 11 or greater. Please complete this rubric WITH your Advisor.

Take notes here: