Senior Project Guidelines by Quarter

**Quarter 1**

**Goals:**

* To organize group, partner, or individual projects
* To make contact with organizations and find options for volunteering, fundraising, or awareness opportunities
* To decide on a creative format to raise awareness or promote your cause
* Finalizing topic connections, why are you doing what you are doing?
* School-wide database search
* Schedule project completion timeframe through the office

**Assessments:**

* Reflective journals
* Conference goal setting

**Student responsibilities:**

* Choose a project that you truly feel a passion for or a connection to
* Find partners or small groups, using resources such as clubs or teams, to help collaborate on a project
* Make some phone calls and send some e-mails
* Do some research on local organizations and opportunities
* Make a plan for completion and set a deadline for yourself
* Complete reflective journals
* Conference with teachers and ASK FOR HELP WHEN NEEDED
* Use online database as a starting point, or ask friends and former students for guidance
* Perhaps join a club that is working on a project you could be a part of
* Follow the proper procedures for on-campus activities and reserve your time through the office
* Start to collect documentation for completion of presentation

**Quarter 2**

**Goals:**

* Provide documentation of progress on project, including all required paperwork, e-mails, pictures…
* Finalize project and commit to dates, places, times
* Art projects should be drafted and/or designed; awareness campaigns need to have visuals ready
* Students who have not met their goals for first quarter or have no documentation to show it have to fill out a project timeline or completion check list
* Students can still change their projects, but need to be focusing in on final project by this point

**Assessment:**

* Documentation check during conferences
* Timelines or completion checklists

**Student responsibilities:**

* Provide documentation of completion of quarter 1 goal
* Finalize plans for the project and set dates, times, places, for completion
* Complete a project timelines or check list
* Be sure to approve projects with school to reserve weeks or to seek out community resources
* ADEQUATE PROGRESS MUST BE MADE BY THE END OF FIRST SEMESTER

**Quarter 3**

**Goals:**

* To organize presentation of senior project and create the visual aid that will guide the presentation.
* To complete volunteer work, fundraising, or awareness campaigns
* To provide evidence and collect documentation of completion for an engaging project presentation

**Assessment:**

Students will turn in their visual aid outlining their presentation with presentation notes (on PowerPoint or Google Slides they are within the program, for Prezi, EMaze or videos they would be separate).

**Student responsibilities:**

* Finalize your project, this is your last “get it done” quarter
* Organize the steps of your project for the presentation
* Online awareness needs to be published early in January to allow for adequate impact
* Collect documentation of the completion of your project
* Start to create your visual aid for the presentation and choose the medium to which to write out notes
* Creative projects will be presented during this quarter, so all creative projects must be completed

**Quarter 4**

**Goals:**

* Provide ample documentation in different formats (at least 4) of the completion of your project.
* Add into your visual aid if not done so already (for projects completed in the interim, such as during Spring Break.)
* Present project to class in a creative, engaging, and professional manner
* Reflect on the process of completing the project and the skills practiced or learned in the process
* How did this project prove to you that you matter and that your community matters?

**Assessments:**

* Documentation check- Due the beginning of April
* Senior project presentation- 6-8 minutes (6-10 for AP)

**Student responsibilities:**

* Students who fundraise must provide receipts from the organizations where they donated
* Students who did community service hours must have volunteer times signed off on by organization
* Students who made online awareness projects such as videos or blogs must document number of views and provide an up-to-date count for presentation
* Documentation in all forms must be submitted on due date for the final project
* Students need to practice their presentations so that they are both engaging and professional
* April is testing month, projects should not be completed during the month of April on campus, don’t wait until it is too late!