Blue Mountain High School

Graduation Project

STUDENT
ADVISOR
GRAD YEAR

Dear Students:

The class of 2015 will be the first class to undertake and complete a Graduation Project, which will comply with the Chapter 4 requirements of the Pennsylvania School Code and the Blue Mountain School District.

The Graduation Project Manual has been assembled to assist in guiding you through this very important Graduation Requirement. This manual can be used to answer any questions and directs your project in the correct path. In addition, the manual possesses all the mandatory forms needed for completion.

Please share this manual with your parents and review the contents with them. It is very important that your parents have a complete and thorough understanding of the project's importance and the seriousness with which our district views this graduation requirement.

I encourage you to select a project that is both challenging and significantly meaningful to you. Our staff will provide you with direction and guidance necessary to help you with this endeavor, but clearly, the primary responsibility of this Graduation Project rests with you, the student.

Best Wishes and Good Luck,

Dr. Robert L. Urzillo
Superintendent

c Mrs. Gwendolyn J. Witmer-Belding
Kevin Berger

BLUE MOUNTAIN HIGH SCHOOL GRADUATION PROJECT BOOKLET

Description

The purpose of the graduation project is to assure that all students are able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding. To accomplish this, students will complete a series of career interest surveys and a minimum of 30 hours of community service. Along with the community service hours, the remainder of the project will consist of planning, researching, writing, and presenting your graduation project. Your final presentation will demonstrate your academic knowledge through a combination of a writing assignment and an oral presentation.

Rationale:

- To comply with the Chapter 4 requirements of the Pennsylvania School Code and the Blue Mountain School District
- To provide all students with a culminating activity that demonstrates their skills in writing, speaking, research, and organization
- To provide students with an opportunity, outside the classroom, to investigate and learn about the community, history, government, and community service organizations
- To provide each student with an opportunity to gain an appreciation for the value and sense of pride associated with community service
- To identify student's individual interests through completing career surveys

Requirements:

1. Interest Inventory

- Students will use the COIN Career Research Software to complete selected inventories.

2. Community Service

- Students will complete a minimum of 30 hours of community service with no less than 10 hours completed per year.
- Students will work with an approved non-profit community volunteer organization. (NOTE: You can work with one, two, or a maximum of three organizations.)
- The work must be non-paid.
- Students will maintain a documented time log of their community service.
- Community service hours must be completed outside the school day.
- Educational Field Trips and Job Shadowing will not be granted for community service hours.

3. Graduation Project – Written Component

- This component provides a general description of the student's experience(s), why it was chosen, and what the student gained from the experience(s).
- This component will satisfy written requirements as outlined on pages 15-17.

Each student will submit a printed copy as well as an electronic copy of this written component.

All work must be appropriate for a high school setting and follows the guidelines of the Blue Mountain School District.

4. Graduation Project – Oral Component

- The presentation must include the use of technology.
- This component will satisfy oral requirements as outlined on pages 18-20.
- This component requires students to communicate the planning, the service hours, and the knowledge gained from their project.

TIMELINE/PROCEDURES FOR GRADUATION PROJECT

NOTE: Meetings will be held within the first two weeks of each quarter.

NINTH GRADE – Discussion on possible project ideas will take place during each quarter meeting.

1. First Quarter

   - Students will attend Graduation Project Orientation meeting with high school administration.
   - Students will receive Graduation Project booklet.
   - Students will complete and/or re-evaluate the career interest surveys found on the COIN Career Research Software.

2. Second Quarter

   - Students will meet with their advisor.
   - The Parent Introductory Letter (page 12) is due back to the advisor at the third quarter meeting.
   - The Project Proposal Form (page 13) is due back to the advisor at the third quarter meeting.

3. Third Quarter

   - Students will attend next meeting with their advisor to review completed career interest surveys.
   - Advisors will collect Parent Introductory Letter, Project Proposal Form, and the COIN Career Research results
   - Advisor assesses if satisfactory progress is being made. (Parent will be notified if satisfactory progress is not being made.)

4. Fourth Quarter

   - Students will attend final meeting of the first year with their advisor.
   - Advisors will discuss Project Proposal Forms and project's implementation.
   - Advisor assesses if satisfactory progress is being made. (Parent will be notified if satisfactory progress is not being made.)

TENTH GRADE

1. First Quarter

- Students will meet with their advisor to review and discuss progress.
- Each student's Graduation Project Log/Journal will be analyzed by the advisor.
- It is suggested that students will have completed a minimum of 10 hours of community service by this meeting.
- Advisor assesses if satisfactory progress is being made. (Parent will be notified if satisfactory progress is not being made.)

2. Second Quarter

- Students will attend next meeting with advisor to review and discuss progress.
- Each student's Graduation Project Log/Journal will be analyzed by the advisor.
- Advisor assesses if satisfactory progress is being made. (Parent will be notified if satisfactory progress is not being made.)

3. Third Quarter

- Students will attend next meeting with advisor to review and discuss progress.
- Each student's Graduation Project Log/Journal will be analyzed by the advisor.
- The requirements for the Graduation Project – Written Component will be discussed and reviewed.
- The requirements for the Graduation Project – Oral Component will be discussed and reviewed.
- Advisor assesses if satisfactory progress is being made. (Parent will be notified if satisfactory progress is not being made.)

4. Fourth Quarter

- Students will attend final meeting with advisor to review and discuss progress.
- Each student's Graduation Project Log/Journal will be analyzed by the advisor.
- Advisor assesses if satisfactory progress is being made. (Parent will be notified if satisfactory progress is not being made.)

NOTE: It is strongly suggested that you complete your community service hours by the end of Semester I of your junior year. Students may complete the project before established deadlines.

ELEVENTH GRADE

1. First Quarter

- Students will attend meeting with their advisor to review and discuss progress.
- Each student's Graduation Project Log/Journal will be analyzed by the advisor.
- It is suggested that students will have completed a minimum of 20 hours of community service by this first meeting.
- Advisor assesses if satisfactory progress is being made in both the Written and Oral Components of the Graduation Project as per student checklist (page 11). (Parent will be notified if satisfactory progress is not being made.)

2. Second Quarter

- Students will attend next meeting with their advisor to review and discuss progress.
- Each student's Graduation Project Log/Journal will be analyzed by the advisor.
- Advisor assesses if satisfactory progress is being made in both the Written and Oral Components of the Graduation Project as per student checklist (page 11). (Parent will be notified if satisfactory progress is not being made.)

3. Third Quarter

- Students will attend next meeting with their advisor to review and discuss progress.
- Each student's Graduation Project Log/Journal will be analyzed by the advisor.
- Advisor assesses if satisfactory progress is being made in both the Written and Oral Components of the Graduation Project as per student checklist (page 11). (Parent will be notified if satisfactory progress is not being made.)

4. Fourth Quarter

- Students will attend last meeting with their advisor to review and discuss progress.
- Each student's Graduation Project Log/Journal will be analyzed by the advisor.
- Advisor assesses if satisfactory progress is being made in both the Written and Oral Components of the Graduation Project as per student checklist (page 11). (Parent will be notified if satisfactory progress is not being made.)
- The Graduation Project—both Written and Oral Components—will be completed in the student's 12th grade year by the first Monday in December.

Students who do not complete their Written and Oral Presentation by the first Monday of December of their 12th grade year must request the Superintendent's approval to complete the project and graduate.

TWELFTH GRADE

1. First Quarter

- Students will submit finished Graduation Project—the Written Component—to their advisor for final review at their first quarter meeting. Oral Presentations will be scheduled at that time.
- If necessary, revised Graduation Project—Written Component must be submitted by the November in-service day of their 12th grade year.
- The Website, "Turn It In" will be used when submitting the Graduation Project—Written Component.
- Oral Presentations will be completed in October and November in-service days.
- No medical exceptions will be given for the Written and Oral Presentation.
- Students who do not complete their Written and Oral Presentation by the November in-service date of their 12th grade year must request the Superintendent's approval to complete the project and graduate.

2. First and/or Second Quarter

- Graduation Project – Oral Component will be presented to an assigned committee.
- Advisors will return completed portfolios to students.

GENERAL INFORMATION FOR STUDENTS, ADVISORS, AND COMMUNITY CONTACTS

1. Advisor's Role
   - Assures projects chosen by students meet the intent of providing community service
   - Reviews and monitors timely completion of required paperwork based on student checklist guidelines (see page 11)
   - Compiles student's portfolio, which will be stored in a secure location in the main office
   - Notifies parents if satisfactory progress is not being made

2. Community Contact Role
   - Must be an adult affiliated with the selected community service organization
   - Provides hands on direction
   - Verifies the hours served by the student
   - May be invited to attend the Graduation Project—Oral Component
   - Community Contact cannot be a parent or guardian

<u>During Ninth, Tenth, Eleventh Grade Years</u>

- The advisor will determine whether or not the student is on course for successful completion of the project.

<u>During Twelfth Grade Year – Final Grade</u>

- A course will appear on a students' schedule entitled "Graduation Project."
- Students must submit a Graduation Project Log/Journal and meet all the minimum requirements of the Written and Oral Presentations for the Graduation Project to be awarded a final grade of "Satisfactory."
- **If a student fails to meet the minimum requirements by the first Monday in December of their 12th grade year, the student must request the Superintendent's approval to complete the project and graduate.**

<u>Presentation</u>

The written and oral component of the graduation project will be evaluated by the assessment committee.

- The assessment committee will include teachers and/or administrators.
- Presentation of the project may be attended by individuals other than the assessment committee.
- The student will be assigned a time and place for the oral presentation.
- Assessment criteria for the written and oral components can be found on pages 15 to 20.
- The final grade is the responsibility of the committee but will be submitted by the advisor.

Graduation Project Advisors Checklist

Student Name: _____

Advisor's Name: _____

Ninth Grade

Advisor's Initials and Date Received

_____**First Quarter –** Received Graduation Project Booklet _____

_____**Second Quarter –** Discussion of projects with advisor
Write down advisee e-mail addresses _____

_____**Third Quarter** – Parent Introductory Letter and
Project Proposal Form submitted
COIN Career Survey collected _____

_____**Fourth Quarter** – Approved Project Proposal Form
discussed, initialed, and inserted into student folder _____

Tenth Grade

_____**First Quarter** – Completed minimum of 10 CS hours _____

_____**Second Quarter** – Continued evaluation of GP Log/Journal _____

_____**Third Quarter** – Discussion of Written/Oral Components _____

_____**Fourth Quarter** – Continued evaluation of GP Log/Journal _____

Eleventh Grade

_____**First Quarter** – Completed minimum of 20 CS hours
Continued evidence of Written/Oral Components _____

_____**Second Quarter** – Continued evidence of Written/Oral Components _____

_____**Third Quarter** – Continued evidence of Written/Oral Components _____

_____**Fourth Quarter** – Continued evidence of Written/Oral Components _____

Twelfth Grade

_____**September** – Written Component Graduation Project submitted by
student and graded by advisor _____

_____**October/November –** Oral Component Graduation Project completed _____

Graduation Project Student Checklist

Student Name: _____

Advisor's Name: _____

Advisor's E-mail: _____

Ninth Grade

_____**First Quarter –** Received Graduation Project Booklet

_____**Second Quarter –** Discussion of projects with advisor

_____**Third Quarter** – Parent Introductory Letter, Project Proposal Form, and COIN Career Survey submitted

_____**Fourth Quarter** – Approved Project Proposal Form discussed, initialed, and inserted into student folder

Tenth Grade

_____**First Quarter** – Completed minimum of 10 CS hours

_____**Second Quarter** – Continued evaluation of GP Log/Journal

_____**Third Quarter** – Discussion of Written/Oral Components

_____**Fourth Quarter** – Continued evaluation of GP Log/Journal

Eleventh Grade

_____**First Quarter** – Completed minimum of 20 CS hours
Continued evidence of Written/Oral Components

_____**Second Quarter** – Continued evidence of Written/Oral Components

_____**Third Quarter** – Continued evidence of Written/Oral Components

_____**Fourth Quarter** – Continued evidence of Written/Oral Components

Twelfth Grade

_____**September** – Written Component of Graduation Project submitted

_____**October/November –** Oral Component of Graduation Project completed

PARENT INTRODUCTORY LETTER

Ninth Grade
Due on or before third quarter meeting

Dear Parent,

This booklet contains a description of the Blue Mountain School District graduation project. It outlines the procedure each student must complete in order to graduate.

This is an ongoing project beginning in grade nine and continuing until completion during October and November of a student's 12th grade year. It is important for you and your child to carefully examine the enclosed materials so that you and your child are aware of his/her responsibilities.

Please sign this page and have your child return it to his/her advisor. If you have any questions, please feel free to contact your child's advisor.

Advisor: _____
Graduation Project Advisor

Advisor E-mail: _____

We have read the enclosed information and understand that the project is a **GRADUATION REQUIREMENT.**

Parent/Guardian Signature: _____

Print Name: _____

Student Signature: _____

Print Name: _____

PROJECT PROPOSAL FORM

Ninth Grade
Due on or before third quarter meeting

Student Name: _____

Project Proposal: Attach a typed proposal that includes the following information in paragraph form.

1. Where you plan on completing your 30 community service hours (a maximum of three places)

2. When you plan on completing these service hours

3. What will you be doing and how will this meet the requirements of the graduation project

4. Who you contacted to make these arrangements

5. Who your community contact will be

_____
Parent's signature Date

_____
Parent's home address

_____
Parent's e-mail address

_____
Advisor's approved signature

GRADUATION PROJECT LOG/JOURNAL

Student Name: _____

Community Organization:

Contact Name: _____

Phone Number: _____ E-mail: _____

Date	Time	Description of Work	Number of Hours	Community Contact – Signature

NOTE: Parents cannot verify hours. Hours must be completed after September 1 of your freshmen year. This page must be submitted as part of the Written Component of the Graduation Project.

REQUIREMENTS FOR GRADUATION PROJECT – WRITTEN COMPONENT

All the following requirements must be met for the written presentation to be considered satisfactory. Any requirement that is not met will require that the written presentation be rewritten with the corrections made.

Cover Page – will contain

- Student name
- Project topic or title
- Advisor's name
- Presentation Date

Format – will be set up in the following method

- 12 point font, Times New Roman
- 1" margins
- Double-spaced
- The first line of each paragraph should be indented .5 inches from the left margin
- At least three full pages with no more than five pages

Content – your presentation will answer the following questions

Page 1 – Each bullet below must be answered in a minimum three to four sentence paragraph.

- What community service did you perform? (for example – location, description, etc.)
- What research components did you utilize? (examples—person, organization, media (newspaper, Website, television, etc.))
- Why did you choose this work for your project? (your interests, career pathway, etc.)
- What did you hope to learn during the course of the project? (expectations, etc.)

Page 2 – Each bullet below must be answered in a minimum three to four sentence paragraph.

- What did you do to complete the community service hours? (describe your tasks in detail)
- What did you gain from this experience(s)? (knowledge, perception, understanding, etc.)
- What strengths did you discover about yourself?
- What weaknesses did you discover about yourself?

Page 3 – Each bullet below must be answered in a minimum three to four sentence paragraph.

- What did you learn while completing the project? (examples—new interests, skills, social interactions, and/or experiences, etc.)
- What, if anything, would you have done differently? Why or why not?
- How did your service benefit the community? (awareness of a need, expand an existing component of their services, the effect of your service, etc.)
- How has the completion of this project affected your future plans? Explain in detail.

Mechanics

- The project must contain less than five errors in spelling, grammar, and/or punctuation.

Each student will submit a printed copy as well as an electronic copy of this written component. In addition to this written component, students must also submit their Graduation Project Log/Journal.

GRADUATION PROJECT – RUBRIC FOR WRITTEN PRESENTATION

STUDENT NAME: _____

Category	4	3	2	1
Cover Page	Contains all the necessary items.	Contains most of the necessary items. **Missed:**	Contains some of the necessary items. **Missed:**	Contains none of the necessary items. **Missed:**
Format	Contains all the necessary items.	Contains most of the necessary items. **Missed:**	Contains some of the necessary items. **Missed:**	Contains none of the necessary items. **Missed:**
Content – Page 1	Contains all the necessary items.	Contains most of the necessary items. **Missed:**	Contains some of the necessary items. **Missed:**	Contains none of the necessary items. **Missed:**
Content – Page 2	Contains all the necessary items.	Contains most of the necessary items. **Missed:**	Contains some of the necessary items. **Missed:**	Contains none of the necessary items. **Missed:**
Content – Page 3	Contains all the necessary items.	Contains most of the necessary items. **Missed:**	Contains some of the necessary items. **Missed:**	Contains none of the necessary items. **Missed:**
Mechanics – Entire Report	Contains no errors in spelling, grammar, and/or punctuation	Contains minimal errors in spelling, grammar, and/or punctuation	Contains several errors in spelling, grammar, and/or punctuation	Contains numerous errors in spelling, grammar, and/or punctuation
Graduation Project Log/Journal	Submitted with written component			Not submitted with written component

REQUIREMENTS FOR GRADUATION PROJECT – ORAL COMPONENT

All of the following requirements must be met for the presentation to be considered satisfactory. Any requirement that is not met will require that the presentation be repeated.

Timing

- Student will speak for no less than five minutes and no more than 10 minutes

Appearance

- Student attire must be Blue Mountain School District dress code appropriate

Content

- Presentation will include introduction of self and project
- Presentation will include explanation of work performed and purpose of the work
- Presentation will include a summation of the project's effect on the student and the community

Visuals

- Presentation will use technology (student-created video or PowerPoint presentation)
- Students will be responsible to coordinate all components of the oral presentation including technology
- Presentation will adequately support student's oral presentation

Poise

- Presentation will demonstrate acceptable posture and eye contact with audience

Elocution

- Presentation will demonstrate effective enunciation, projection, voice and pace

Question and Answer

- Student will ask for questions at conclusion of presentation
- Student will adequately respond to questions

GRADUATION PROJECT – RUBRIC FOR ORAL COMPONENT

STUDENT NAME: _____

CATEGORY	4	3	2	1
Time-Limit	Presentation is between 5 and 10 minutes long.	Presentation is within one minute of time limit.	Presentation is within 2 minutes of time limit.	Presentation is less than 3 minutes.
Attire	Student is Blue Mountain dress code compliant.			Student is not Blue Mountain dress code compliant.
Content	Shows a full understanding of the topic.	Shows a good understanding of the topic. **Missed:**	Shows a good understanding of parts of the topic. **Missed:**	Does not seem to understand the topic very well. **Missed:**
Visuals	Fully supports student's oral presentation.	Mainly supports student's oral presentation. **Missed:**	Somewhat supports student's oral presentation. **Missed:**	Little or no support of student's oral presentation. **Missed:**
Poise	Shows posture and eye contact all the time.	Shows posture and eye contact most of the time. **Missed:**	Shows posture and eye contact some of the time. **Missed:**	Shows posture and eye contact few/none of the time. **Missed:**
Volume	Requirements of enunciation, projection, and pace are evident all of the time.	Requirements of enunciation, projection, and pace are evident most of the time. **Missed:**	Requirements of enunciation, projection, and pace are evident some of the time. **Missed:**	Requirements of enunciation, projection, and pace are barely evident or not evident. **Missed:**

CATEGORY	4	3	2	1
Question and Answer	Shows a full understanding of the topic.	Shows a good understanding of the topic. **Missed:**	Shows a good understanding of parts of the topic. **Missed:**	Does not seem to understand the topic very well. **Missed:**

GRADUATION PROJECT

MEETING DATES 2012-13

MEETING 1 – First Quarter – Wednesday, September 5

MEETING 2 – Second Quarter – Wednesday, November 7

MEETING 3 – Third Quarter – Wednesday, January 23

MEETING 4 – Fourth Quarter – Wednesday, April 10