NOTRE DAME HIGH SCHOOL
SENIOR GRADUATION PROJECT
Updated 2/23/2010

Sec. 4.24 Pennsylvania Department of Education High School Graduation Requirements

A.   Each school (including charter schools) shall specify requirements for graduation in the strategic plan under 4.13 (relating to strategic planning). Requirements [for graduation] shall include course completion and grades, completion of culminating project and the results of local assessments aligned with the academic standards…The purpose of the culminating project is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding.

Purpose

The Notre Dame High School Graduation Project is intended to be a comprehensive learning activity of the highest quality both in scope and depth. The completed project should demonstrate the achievement of Notre Dame's standard for outstanding student performance and preparedness for college. Through self-directed learning, students will have the opportunity to witness their Catholic faith while exhibiting problem-solving, decision-making, and independent research skills in the investigation of a specialized area of interest.

The Notre Dame High School Graduation Project applies to all students. This project is designed to…

- Provide a challenging learning experience, allowing students to create a uniquely personal product.
- Encourage enterprise and personal ownership of a task.
- Support diversity of learning styles and interests.
- Promote accountability and responsibility as well as a curiosity for discovery.
- Promote self-confidence through the accomplishment of investigative goals.
- Explore an appropriate area of study approved by a faculty mentor and Notre Dame High School administration.

Requirements

The Notre Dame High School Graduation Project will require student work encompassing the following components:

1.   50 hours to be completed by the end of the 1st quarter of Senior year
2.   Research Paper
3.   Oral Presentation

The Role Of The Mentor   Students will be randomly assigned a mentor during freshman year. The mentor will be a member of the high school faculty or administration.

The mentor will…
- Meet with assigned students individually or as a group at pre-arranged times.

- Review these requirements with the students to ensure their understanding of all expectations and procedures necessary for successful completion of the project.

- Ensure each student's project demonstrates a learning stretch within his/her individual capabilities.

- Provide support to the students as necessary for the successful completion of projects.

- Track students' submissions of forms as dictated by the timeline.

- Keep each student's graduation project file current and accurate.

- Review assessment forms with each student.

- Grade the student on a Pass/Incomplete basis when required.

- Conduct practice sessions with students for their oral presentations.

- Serve as a member of the evaluation panel for each assigned student's presentation.

THE ROLE OF THE SENIOR PROJECT COMMITTEE

- Introduce the project to the freshmen class

- Approve all projects

- Provide consultation for any questions

- Issue the final grade for each student's oral presentation

- Issue the final grade for each student's Senior Graduation Project

  and notify students by mail

DETAILED TIME LINE

Freshman Year
- Introduction to graduation project.
- Introduction to mentor, as randomly assigned by administration.
- Choose a project topic due to the Senior Project Committee by the end of the 3rd quarter.
- Signatures of **Acknowledgement Form** required by both parent and student by the end of the 3rd quarter.

Sophomore Year
- **Written Proposal Form** due at the end of the 1st quarter.
- Begin Project Work and Time Log.
- **Progress Report #1** due at the end of the 2nd quarter.
- **Progress Report #2** due at the end of the 3rd quarter.

Junior Year

- **One-Time events** (ex. A race for a disease; a soccer clinic; a fashion show) Must be completed **before** senior year *begins.*
- **Interim Report #1** (with accurate time log) due at the end of the 1st quarter.
- **JANUARY 15th~** last opportunity to switch a senior project. Student will be required to complete an "Appeal to Switch Projects" form and personally present his/her appeal before the committee.
- **Interim Report #2** (with accurate time log) due at the end of the 2nd quarter.
- **Interim Report #3** (with accurate time log) due at the end of the 3rd quarter.

Senior Year
- **50 hours must be completed before the end of the 1st quarter.**
- **Research Paper** due before the Christmas break.
- **Project Reflection Paper** due in the 1st quarter.
- **Equipment Request Form due** before February 2nd.
- **Practice Oral Presentation with Mentor** to be completed before February 1st.

TYPES OF PROJECTS

The following projects are intended to serve as examples. Students are not limited to these ideas.

I.   **CURRICULUM RELATED PROJECT**

Students may elect to extend research previously completed in a high school course.

- Design educational software.
- Study a particular species and chronicle its evolution.
- Create an architectural design with computer technology.
- Author an adaptive screenplay for a classic novel.
  (Do not infringe on copyright laws.)

II.   **SCHOOL/COMMUNITY INVOLVEMENT PROJECT**

Students may elect a project to provide a service to school or community.

- Plan and design a recreational park.
- Organize a fundraiser for a charitable organization. (One time events must be completed **BEFORE** Senior Year Begins)
- Serve an internship at a community youth program.
  (This project would need an adult advisor. See
  Internship Project Consent Form)
- Organize a parade/community event.
- Design and execute an Eagle Scout project.
- Coordinate and implement a philanthropic project to earn a Girl Scout Gold Award
- Pursue an interest in sports: assistant coach, referee certification, weight training
  (Aspects of this project would need an adult advisor.
  See **Internship Project Consent Form.**)

  Pursue and interest in education: Internship in this area
  Is problematic because students cannot miss their own classes
  to work with school students.

III. **INTERNSHIP PROJECT**
Students wishing to pursue an internship project must contact the adult supervisor and have the **Internship Project Consent Form** signed by the adult and the parent of the student before the committee reviews the project.

Students may elect to pursue an apprenticeship in a professional capacity.

- Business/Corporation

- Politics – an internship with local, state or federal legislators such as: School Board, County Commissioner, Mayor, State Representative

- Legal Community and Criminal Justice: Lawyers, Probation Officers, Firefighters, Police Officer

- Medical Community: Nurse, Doctor, Physical Therapist, Radiologist, Medical Technician

IV. **ENTREPRENEURIAL PROJECT**

Students may elect a marketing or business venture.

- Create and chart the progress of an investment portfolio.
- Develop and market a new concept or product.
- Research the potential and requirements of a start-up business.

V. **PERSONAL INTEREST PROJECT**

Students may elect to examine potential careers, expand upon hobbies, or pursue academic studies of particular interest.

- Conceptualize and compile a photographic portfolio.
- Create and perform an original musical composition.
- Research a curriculum requirement and implement one aspect of it.

VI. **PRODUCT INVENTION PROJECT**

Students may elect to develop their ideas or concepts by drafting, building, and/or demonstrating an invention.

NOTRE DAME HIGH SCHOOL
SENIOR GRADUATION PROJECT PROPOSAL

Name: _____

My signature below indicates…
1. I have read and understand the Notre Dame High School Senior Graduation Project Requirements.
2. I acknowledge my son/daughter is responsible to meet <u>all</u> of these requirements to graduate from Notre Dame High School and have discussed this responsibility with him/her.
3. I understand my student's progress and timely submission of forms will appear on his/her report card with a Pass/Fail grade.
4. In the student is pursuing a topic that necessitates adult participation that student needs to turn in the **Internship Project Consent Form** found on the following page.

I have approved the following possible project chosen by my son/ daughter:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Signature of Parent/ Guardian: _____Date: _____

Signature of Student: _____Date: _____

Signature of Sr. Project Committee _____Date:_____

NOTRE DAME HIGH SCHOOL
SENIOR GRADUATION PROJECT
INTERNSHIP PROJECT CONSENT FORM

Students who propose a Senior Graduation Project that necessitates participation of an adult as a sponsor or wish to pursue an internship with an adult, must contact that person and have them sign the following consent form.

I understand that _____wishes to pursue an interest in the

 field of _____. I agree to sponsor this student in this endeavor. I

understand that one of the requirements is fifty hours of work on the project over

a period of three years of high school.

_____
Signature of sponsor

_____
Title of sponsor

_____
Signature of student

_____
Signature of parent

_____
Date

WRITTEN PROPOSAL FORM

 Due by the end of the 1st quarter of student's Sophomore year.

NOTRE DAME HIGH SCHOOL
SENIOR GRADUATION PROJECT

Name: _____

Directions:
Type your responses to the following questions on a separate piece of paper, in paragraph form. Number your responses. This form must accompany your proposal.

1. What "type" of project (as outlined in the **Senior Graduation Project Requirements**) have you chosen to pursue?
2. Describe your proposed project in detail.
3. What impacted your decision to pursue this particular project?
4. What new knowledge do you expect to gain in your pursuit?
5. How does this project constitute a challenge to you?
6. What aspect(s) of your project will be supported by research?
7. What aspect(s) of your project will be experiential/physical?

Signature of Parent/Guardian: _____ Date: _____

Signature of Student: _____ Date: _____

Mentor Commentary/Recommendations:
_____
_____
_____
_____
_____
_____
_____

PROGRESS REPORT #1

Due by the end of the 2ⁿᵈ quarter of student's Sophomore year.

NOTRE DAME HIGH SCHOOL
SENIOR GRADUATION PROJECT

Name: _____

Working Title of Project: _____

Directions:

Type your responses to the following questions on a separate piece of paper, in paragraph form. Number your responses. This form must accompany your proposal.

1. Provide a detailed description of your accomplishments to-date toward the completion of your project.
2. What do you still need to accomplish to complete your project successfully?
3. List the materials and resources you have employed in the pursuit of your project. Explain the utility of each.

TIME LOG			
DATE	ACTIVITY	TIME SPENT	VERIFYING SIGNATURE
	Total 2nd Quarter Hours:		

Signature of Parent/Guardian: _____Date:_____
Signature of Student: _____Date:_____

Signature of Mentor: _____Date Received:_____

PROGRESS REPORT #2
Due by the end of the 3rd quarter of student's Sophomore year.

NOTRE DAME HIGH SCHOOL
SENIOR GRADUATION PROJECT

Name: _____

Working Title of Project: _____

Directions:
Type your responses to the following questions on a separate piece of paper, in paragraph form. Number your responses. This form must accompany your proposal.

1. Provide a detailed description of your accomplishments toward the completion of your project since your last progress report.
2. What do you still need to accomplish to complete your project?
3. List additional materials and resources you have employed in the pursuit of your project since your first progress report. Explain the utility of each.
4. What additional research could serve to enhance your project?
5. List the contacts you have made through the process of completing your project (i.e., phone calls, meetings, interviews, etc.).
6. What visual aids or equipment do you foresee as necessary for your oral presentation? (Remember, you need a minimum of 3 visual aids.)

TIME LOG			
DATE	**ACTIVITY**	**TIME SPENT**	**VERIFYING SIGNATURE**
	Total 3rd Quarter Hours:		
Cumulative Time Dedicated to Project as of Submission Date:			

Signature of Parent/Guardian: _____Date:_____

Signature of Student: _____Date:_____

Signature of Mentor: _____
Date Received: _____

NOTRE DAME HIGH SCHOOL
SENIOR GRADUATION PROJECT

Name: _____

Working Title of project: _____

<u>Directions:</u>
Type your responses to the following questions on a separate piece of paper, in paragraph form. Number your responses. This form must accompany your proposal.

1. List all internet and print sources you have utilized in your research. These should be cited in proper M.L.A. format.
2. List any additional contacts you have made sine your last progress report (i.e., phone calls, meetings, interviews, etc.).
3. What kind of data do you intend to collect to support your thesis? How do you plan to collect and present this data?
4. What challenges have you encountered in your work? How do you plan to address these challenges?
5. List additional materials and resources you have employed in the pursuit of your project since your last progress report. Explain the utility of each.
6. What do you still need to accomplish for your project to be completed successfully?

TIME LOG			
DATE	ACTIVITY	TIME SPENT	VERIFYING SIGNATURE
	Total 1st Quarter Hours:		
Cumulative Time Dedicated to Project as of Submission Date:			

Signature of Parent/Guardian: _____Date:_____

Signature of Student: _____Date:_____

Signature of Mentor: _____

Date Received: _____

NOTRE DAME HIGH SCHOOL
SENIOR GRADUATION PROJECT

Name: _____

Working Title of Project: _____

Directions:

Type your responses to the following questions on a separate piece of paper, in paragraph form. Number your responses. This form must accompany your proposal.

1. Demonstrate how you have interpreted, analyzed, and synthesized information for your project.
2. Demonstrate how you have worked collaboratively and cooperatively with others while pursuing your project goals.
3. List all internet and print sources you have utilized in your research. These should be cited in proper M.L.A. format.
4. List any additional contacts you have made since your last progress report (i.e., phone calls, meetings, interviews, etc.).
5. What do you still need to accomplish for your project to be completed successfully?
6. What new knowledge have you gained since your last Interim report?

TIME LOG			
DATE	**ACTIVITY**	**TIME SPENT**	**VERIFYING SIGNATURE**
	Total 2nd Quarter Hours :		
Cumulative Time Dedicated to Project as of Submission Date:			

Signature of Parent/Guardian: _____Date:_____

Signature of Student: _____Date:_____

Signature of Mentor: _____

Date Received: _____

Due by the end of the 3rd quarter of student's Junior year.

NOTRE DAME HIGH SCHOOL
SENIOR GRADUATION PROJECT

Name: _____

Working Title of Project: _____

Directions:
Type your responses to the following questions on a separate piece of paper, in paragraph form. Number your responses. This form must accompany your proposal.

1. What new knowledge have you gained since your last Interim report?
2. What visual aids or equipment do you plan to use during your oral presentation? (Remember, you need to have at least 3 visual aids.)
3. What do you still need to accomplish for your project to be completed successfully?
4. Are there any factors that may prevent you from completing your project by the 1st quarter of your senior year? Explain and offer suggestions to avoid or address these potential problems.

TIME LOG			
DATE	**ACTIVITY**	**TIME SPENT**	**VERIFYING SIGNATURE**
	Total 3rd Quarter Hours:		
	Cumulative Time Dedicated to Project as of Submission Date:		

Signature of Parent/Guardian: _____Date:_____
Signature of Student: _____Date:_____

Signature of Mentor: _____
Date Received: _____

NOTRE DAME HIGH SCHOOL
SENIOR GRADUATION PROJECT

Name: _____

Title of Project: _____

Directions:
Type your responses to the following questions on a separate piece of paper, in paragraph form. Number your responses. This form must accompany your proposal.

1. What knowledge, skills, or abilities have you developed throughout the course of this project?
2. How might you apply what you have learned from this project in the future?
3. What do you consider to be the major strength of your project?
4. Where do you feel you encountered the most difficulty in this project?
5. What does your research paper add to your project? Did your research of this topic change the initial direction of your project?

TIME LOG			
DATE	**ACTIVITY**	**TIME SPENT**	**VERIFYING SIGNATURE**
	Total 1st Quarter Hours:		
Cumulative Time Dedicated to Project as of Submission Date:			

Signature of Parent/Guardian: _____Date:_____
Signature of Student: _____Date:_____

Signature of Mentor: _____
Date Received: _____

RESEARCH PAPER GUIDELINES

The research paper connected to the Senior Project is an investigation of some aspect relating to the graduation project. It is not a description of the project itself, but rather an extension of the project through learning more about the topic. The student may include documented material that he or she has discovered in working on the project. The student may use an interview with a professional in the field as a source. Personal interviews are limited to two.

- The research paper must have a clearly identifiable thesis, supported by research.
- The paper should be a minimum of 6 pages in length.
- At least six current, professional sources must be utilized. Plot summaries, encyclopedia articles, and computer software are not considered professional sources. Questions pertaining to the validity of sources may be directed to the mentor. Only two internet sources and two personal interview sources may be used.
- Writing should be articulate and demonstrate proper English grammar, mechanics, and usage.
- The research paper should be in 12 font, Times New Roman, double spaced, with a Works Cited Page.
- All information referenced for the research paper must be accurate, verifiable, and properly documented. Documentation is expected to follow the M.L.A. guidelines for parenthetical, internal documentation. All information not considered general knowledge must be cited. Therefore, even paraphrased information must be cited.
- The heading on the paper should include: Senior Graduation Project Research Paper, Name, Date, English Teacher's Name, Mentor's Name
- Two copies of the final paper should be submitted in a manila envelope. Complete bibliography cards, note cards, and rough drafts are expected to accompany the final submission.
- The research paper is due before Christmas break of the student's senior year.
- The research paper will be graded with a letter grade for Senior English and with a Pass/Fail grade for the Senior Graduation Project.

ORAL PRESENTATION GUIDELINES

Students are expected to be prepared for their oral presentations the day final projects are due, February 1st of their senior year. Presentation schedules will be posted after the submission of all projects on this date.

- Oral presentations should be a minimum of 15 minutes, a maximum of 20.
- Oral presentations need to be accompanied by at least 3 visual aids.
- Students using any of the school's technology equipment for their presentation must sign up with the computer teacher before February 2nd of senior year.
- Students are expected to dress in professional, business attire for their presentations.
- Students should arrive 15 minutes prior to their assigned presentation time.
- Students should not read any part of their presentation. A topic outline on note cards may be used provided each topic is expressed in no more than two words.
- Conclusions expressed during the presentation should be supported with strong data and/or research.
- Students will make their presentations to three faculty members.

RESEARCH PAPER EVALUATION

Student: _____

Mentor: _____

OBJECTIVES	S	U
CONTENT		
Specific, accurate, precise information		
Quality of Content		
Conclusions supported by data		
ORGANIZATION		
Clear, focused thesis statement		
Effective organization of ideas and supporting details		
RESEARCH		
Sources are varied and appropriate		
Sources are credible and timely		
Research is sufficient		
Research is relevant		
Primary and secondary sources are properly cited		
DOCUMENTATION		
All information is cited		
Internal documentation adheres to M.L.A. style format		
Works Cited page adheres to M.L.A. style format		
STYLE		
Transitions are appropriate, helping the paper to flow smoothly		
Effective writing marked by unity and coherence		
MECHANICS		
Grammar is correct		
English usage is appropriate		

_____Satisfactory _____Unsatisfactory

Recommendations/Comments:_____

_____

_____

ORAL PRESENTATION EVALUATION

Student: _____

Mentor: _____

Topic of Presentation:_____

OBJECTIVES	S	U
PRESENTATION		
Speaker is dressed in professional attire.		
Speaker is prepared to begin at assigned time.		
Speaker makes appropriate eye contact with audience.		
Speaker communicates with poise, enunciates, and varies tone and volume appropriately.		
Majority of the presentation describes the process in developing the project.		
ORGANIZATION		
Presentation has a clear beginning, middle, and end.		
Information is clearly organized around a central thesis.		
Transitions are smooth.		
CONTENT		
Main ideas are clearly transitioned and support the thesis.		
Visual aids enhance the presentation.		
Speaker is enthusiastic and knowledgeable about subject matter.		
Speaker can effectively field questions about the material.		
Spelling and Grammar		

Visual Aid 1_____ Visual Aid 2_____ Visual Aid 3_____

_____Satisfactory _____Unsatisfactory

Recommendations/Comments: _____

_____

_____

_____

_____

Name of Evaluator_____

Date_____

Appeal to Switch Senior Project
(before January 15th of Junior Year)

Notre Dame High School
Senior Graduation Project

Name_____

Directions: Type your responses to the following questions on a separate piece of paper, in paragraph form. Number your responses. This form must accompany your proposal.

1. Explain why you wish to switch your senior project.

2. Explain your new proposal.

3. If your proposal is approved, what can you do to accomplish the 50 hours needed to complete the project successfully?

Signature of Parent/Guardian: _____Date:_____
Signature of Student: _____Date:_____

Appeal to Switch Senior Project
(After January 15th of Junior Year)

Notre Dame High School
Senior Graduation Project

Name_____

Directions: Type your responses to the following questions on a separate piece of paper, in paragraph form. Number your responses. This form must accompany your proposal.

1. Explain why you wish to switch your senior project.

2. Explain your new proposal.

3. If your proposal is approved, what can you do to accomplish the 50 hours needed to complete the project successfully?

**I understand that I, the student, in addition to completing this form, will personally appear before the Senior Project Committee to present my appeal.

Signature of Parent/Guardian: _____Date:_____
Signature of Student: _____Date:_____