

**BULLITT EAST
HIGH SCHOOL**



**SENIOR PROJECT
PACKET 2017**

Bullitt East High School

Senior Project Guidelines

“Our senior projects set us apart from other schools. What our school aims to do, and what we will look to in the future, will be the model to chase after for other schools in the state. It will be obvious that our student exhibit qualities which we strive to instill.”

Mission Statement

To ensure students are College and Career Ready through a variety of self-reflection, evaluation, community or club involvement, and goal-setting procedures as they transition to life after secondary education.

Process:

Letter of Application:

- Students will write a **Letter of Application** of request per career which will be **DUE Friday, October 7, 2016**.
 - MUST be businesslike in format
 - Should include the in-depth answers to the following questions in no more than one (1) page:
 - In which career are you interested?
 - Why do you find this career interesting?
 - What do you hope to learn by researching/job shadowing this career?
 - Which person/business employee do you plan on shadowing?
 - Letter MUST end by asking the Senior Project Committee for permission to pursue said career.

Resume:

- A professionally formatted **Resume** must be submitted at time of presentation in February. (Example included).

Community Service/Club Involvement: FORM 1

- Students will need to complete ten (10) community service hours, OR provide evidence that they have participated in at least four (4) years of BEHS sponsored club activities. Attached is a form which club members will need to receive a signature from their sponsor or coach to verify the successful participation in activity. Students must demonstrate involvement to be eligible for graduation.

Peer Reviews: FORM 2

- Demonstrating the responsibilities and endeavors each senior has encountered and conquered through their high-school career, students will need to invite one underclassman (freshman, sophomore, or junior) from his or her house to observe his or her Senior Project Presentation. This provides insight for underclassmen to observe senior accomplishments, as well as help prepare the student for his or her presentation in the future.
- *Notes:* An underclassman student is only permitted to review **one** presentation, so it is imperative to secure a commitment sooner than later. Observing students may not be relatives (siblings, step-siblings, cousins, etc.)

Job Shadow Verification: FORM 3

- Students will need to complete the attached job verification form that confirms a student’s location of job shadow, name of career presenter, job title of presenter, and relation of job presenter to the career chosen by each student.

Monthly Budget Career Form FORM 4 OR completed FAFSA Verification e-mail.

- In order to fully understand the real-world obstacles and hardships associated with obtaining and maintaining a trade career, students who choose a trade career will be required to complete a monthly budget form based on the career chosen and shadowed.
- In contrast, students who choose to pursue a career that requires a four-year degree will be required to fill out a FAFSA application, and upon completion, the verification/confirmation e-mail must be printed and presented to the panel to fulfill this requirement as proof of completion.

Research Paper:

- Papers should be 3-5 pages in length. Should be typed and double spaced in 10 point font.
- Papers should include:
 - Introduction to career
 - Future job outlook (Is this career growing or shrinking? How tough is it to find a job in this field?)
 - Current average salary (entry level and advanced)
 - Reflection on job shadow experience
 - A minimum of three sources included
 - A citation page (MLA format)
 - Exploration of career
 - Required skills
 - Required schooling
 - Pros
 - Cons
 - Obstacles to hiring
 - Job retention rates
 - Benefits

Student Presentations:

Senior Project Student Checklist

- 1. Club/Community Service Form 1 _____
- 2. Peer Review Confirmation Form 2.1 _____
- 3. Job Verification Form 2.2 _____
- 4. Monthly Budget Form or FAFSA _____
- 5. Professionally Formatted Resume _____
- 6. Approved Letter of Application _____

TIMELINE/LIST OF DATES

- Students will have six minutes to deliver information to his or her scoring team (panel of teachers, community members, etc.). In these six minutes, students must include some type of multimedia presentation. A PowerPoint or YouTube video is NOT complex enough to completely fulfill this requirement. Some suggestions include: A self-shot video of shadowing experience, a *digitally-produced* pamphlet highlighting the career and the experience, or a short infomercial depicting chosen topic.
- The purpose of the presentation is to demonstrate public speaking skills that will be used throughout students' lifetimes and deliver a planned and organized presentation on chosen topic. A PowerPoint may serve as an aid and a video may be shown, but remember, students will be graded on *presentation* skills. Simply showing a six-minute video does not utilize those skills. So, plan accordingly. A presentation should blend everything that needs to be said with all aids. In other words, practicing with a stopwatch and notecards will be a necessity. Simply showing up the day of and trying to give an impromptu speech would be very challenging.

- **•September 26, 2016, Monday**—Distribute copies of packet to students for review.
- **•October 7, 2016, Friday**—Senior Project Proposals due to Mr. Steinmetz for review. Box outside of Room 324 and in Guidance. (Topic must be tied to future career, employer, or interest in a specific career; parents/guardians/retirees will not be accepted as legitimate sources)
- **•October 17, November 7 or 8, January 3 or 16**—Senior Job Shadow Day (All of these days are teacher planning days and are allotted to provide you with an opportunity to job shadow without missing valuable instructional time) **NOTE**: Project will be deemed incomplete *without* completed job shadow.
- **•November 22, 2016, Tuesday**—Job Shadow/Interview should be completed (Recommended).
- **•December 2, 2016, Friday**—Presentation/Visual Aid Completion (Recommended).
- **•**December 16, 2016, Friday****—Research Paper due, complete with citations(Recommended). Writing Lab in the Library Cafe is available during all class periods to provide students with additional help revising and editing.
 - ~~MLA GUIDE available on: <http://owl.english.purdue.edu/owl/resource/747/01/> ~~
- **•February 28, 2016 Tuesday**—Presentations must be presented to a panel on or before this date.

- ***Students must arrange their presentation times with their assigned scorer beginning in January.***

****NOTE-ALL Presentations must be completed by the last day in February.****

Scoring:

To become a graduate of Bullitt East High School, seniors must successfully complete all of the above criteria and pass with a score of 70 points. Failure to complete a job shadow or research paper will result in automatic failure. All senior project failures will result in remediation with the administration to satisfy graduation requirements. ***ANY STUDENT NOT SATISFYING THOSE REQUIREMENTS WILL NOT BE INVITED TO PARTICIPATE IN THE GRADUATION CEREMONY.***

SCORING RUBRIC

Scoring Teacher _____

Presenter _____ Topic _____

| | | | | | | |
|------|---|---|---|----------------------|-------|----------|
| I. | Presentation technique | | | | | |
| | a. Public speaking skill | 1 | 2 | 3 | 4 | |
| | b. Organization | 1 | 2 | 3 | 4 | |
| | c. Content | 1 | 2 | 3 | 4 | |
| | | | | Overall Presentation | _____ | x2 _____ |
| II. | Audio Visual | | | | | |
| | a. Aesthetic appeal | 1 | 2 | 3 | 4 | |
| | b. Aptly represents project | 1 | 2 | 3 | 4 | |
| | c. Degree of difficulty | 1 | 2 | 3 | 4 | |
| | | | | Overall A/V | _____ | |
| III. | Overall Content in Presentation | | | | | |
| | a. Shadowing/ interview experience | 1 | 2 | 3 | 4 | |
| | b. Demonstrates new learning | 1 | 2 | 3 | 4 | |
| | c. Depth of knowledge | 1 | 2 | 3 | 4 | |
| | | | | Overall Content | _____ | |
| IV. | Peer Review | | | | | |
| | a. Underclassman appears for presentation | | | | 10 | |
| | b. Underclassman fails to appear | | | | 0 | |
| | | | | Overall Peer Review | _____ | |
| V. | Community/ Club Involvement | | | | | |
| | a. 10 hours OR 4 clubs | | | | 10 | |
| | b. 5-9 hours OR 3 clubs | | | 8 | | |
| | c. 3-4 hours OR 2 clubs | | 6 | | | |
| | d. 1-2 hours OR 1 club | 4 | | | | |
| | | | | Overall Involvement | _____ | |
| VI. | Research Paper | | | | | |
| | a. Content | 1 | 2 | 3 | 4 | |
| | b. Well written | 1 | 2 | 3 | 4 | |
| | c. Sources | 1 | 2 | 3 | 4 | |
| | | | | Overall Paper | _____ | x2 _____ |
| VII. | Resume | | | | | |
| | a. Format | 1 | 2 | 3 | 4 | |
| | b. Content | 1 | 2 | 3 | 4 | |
| | | | | Overall Resume | _____ | |

Overall score (I-IV) _____ (100 possible)

Minimum 70 points needed to pass

92 points required for exemplary project

Comments _____

SAMPLE RESUME

First Name Last Name

Address

Home Phone

Cell Phone

Email address

Objective To graduate from MJHS and college with a successful education and the knowledge to become a preschool teacher.

Education August 2005 to present, Mt. Juliet High School, Mt. Juliet, Tennessee
Currently 12th grade
Expected Graduation May 2009

Professional Experience Christian Daycare -- Discover Zone
January 2008 to present

- Help provide childcare to families

T.J. Maxx
May 2007 to January 2008

- Greeted and helped customers, ran cash register, restocked inventory, and helped maintain organization of inventory

Cold Stone Creamery
April 2006 to May 2007

- Greeted Customers, filled orders, restocked inventory, made product, ran cash register, helped to maintain cleanliness of store

Awards Received "A" Honor Roll – 3 years at Mt. Juliet High School
2008 Homecoming candidate representing Boys Baseball
2007-2008 Academic Award for having a 3.5 GPA or higher all years of high school
2008 All-Academic Team 9th Region for maintaining 3.5-4.0 GPA
Student of the Month for the month of October
Cheerleader of the Month for the month of October
Applebee's Athlete of the Week for the week of December 8, 2008

Interests and Activities MJHS School Cheerleader – 4 years
National Honor Society – 2 years
Pee Wee Cheerleading Coach – 1 year
Helping Hands Society – 1 year
Girls Ensemble Choir – 2 years

PRESENTATION SUGGESTIONS

APPEARANCE

As with all interviews you should dress in a businesslike manner.

Clothing: *All dress attire must meet our school dress code. Failure to follow dress code will result in deductions on scoring.*

Required attire for Males:

Suit or dress slacks, dress shirt, tie, dark socks, dress shoes.

Required attire for Females:

A suit, dress, or dress slacks or skirt with a blouse, jacket, nylons, dress shoes.

BODY LANGUAGE

Introduce yourself to each panel member. Be sure to smile!

Posture: Sit confidently. You are presenting yourself, as a worthy candidate for graduation – be relaxed, yet display assurance – a little nervousness is good.

Expression: Smile to show friendliness and willingness to share with the panel.

Eye Contact: Face the panel. Include all of them as you answer questions. The panel is on your side! Do not fear them.

Gestures: Feel free to use gestures for emphasis, when appropriate. Avoid too many gestures or any that could distract from what you are saying.

VOICE CONTROL

Let your voice work with you to indicate readiness and maturity.

Volume: Talk loud enough for everyone to hear you.

Pitch and Rate: Avoid talking in monotone. Be sure to speak slowly to be understood.

Articulation: Nothing indicates a learned person any more than saying exactly what he or she wants to say. Choose the best words to explain. Avoid speech crutches. (“You know,” “you see what I’m saying,” “stuff,” and “you know what I mean.”) Think before speaking. Use appropriate language and use the proper word.

Emphasis: Be enthusiastic and confident about your accomplishments. Emphasize those achievements you think best indicate the person you have become.

CLUB/ COMMUNITY VERIFICATION

| Student Name | HS Year | Club or Organization Name | # Hours Volunteered or Role in Club | Supervisor or Club Sponsor Signature |
|--------------|---------|---------------------------|-------------------------------------|--------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

I verify that all information is all correct.

 Student Name and Signature

 Date

PEER REVIEW VERIFICATION

I, _____, pledge to observe and attentively sit-in while _____ presents his/her Senior Project to a panel of teachers or trusted community members. I understand that in signing this document that the aforementioned upperclassmen needs my participation in this keystone presentation in order to successfully graduate from Bullitt East High School. I also understand that the importance of this event is not only for the participating upperclassmen, but it is also for me to gain a fond understanding of the Senior Project and the culmination of work that it entails.

 Underclassman Name and Signature Date

 Upperclassman Name and Signature Date

JOB SHADOW VERIFICATION

I, _____, verify that _____ observed me at _____ (place of business) on _____ (insert date). I understand that in signing this document that the aforementioned upperclassmen needs my participation in this keystone presentation in order to successfully graduate from Bullitt East High School.

Hours Present: _____

Duties Witnessed/Performed: _____

 Employee Signature Date

 Upperclassman Signature Date

Name: _____
 Career: _____
 Starting Salary per Year: _____
 Starting Salary per Month: _____

Your Monthly Budget

Directions: Use the job you found, the starting income, and the monthly recommendations at the bottom as a guide to develop your own monthly budget. Calculate both the (%) and (\$) for each budgeted item

| Income | | Budget Amount (\$) | Budget (%) % of total income |
|------------------------------|--------------------------------|--------------------|---------------------------------|
| Salary | (Monthly Salary) | | #DIV/0! |
| Expenses | | | |
| Savings/Checking/Cash | | | |
| | 1,000 Emergency Fund | | #DIV/0! |
| | 6-Months Expenses | | #DIV/0! |
| | Retirement Fund | | #DIV/0! |
| Housing | | | |
| | Home Loan Payment | | #DIV/0! |
| | Home Owner's Insurance & Taxes | | #DIV/0! |
| Utilities | | | |
| | Electricity, Water, Gas | | #DIV/0! |
| | Phone, Trash, Cable, | | #DIV/0! |
| | Computer | | #DIV/0! |
| Food | | | |
| | Grocery | | #DIV/0! |
| | Restaurants | | #DIV/0! |
| Transportation | | | |
| | Car Payment | | #DIV/0! |
| | Gas & Oil | | #DIV/0! |
| | Repairs & Tires | | #DIV/0! |
| | Car Insurance | | #DIV/0! |
| | License & Taxes | | #DIV/0! |
| Clothing | | | |
| | | | #DIV/0! |
| Medical/Health | | | |
| | Health Insurance | | #DIV/0! |
| | Doctor bills | | #DIV/0! |
| Personal | | | |
| | Gifts, supplies, dues | | #DIV/0! |
| Blow \$\$ | | | |
| | | | #DIV/0! |
| Recreation | | | |
| | Entertainment | | #DIV/0! |
| | Vacation | | #DIV/0! |
| Debts | | | |
| | Credit Cards | | #DIV/0! |
| | Student Loans | | #DIV/0! |
| | Other | | #DIV/0! |
| | | | #DIV/0! |
| | TOTAL EXPENSES | - | #DIV/0! |
| | TOTAL INCOME | - | #DIV/0! |

Total Expenses must not exceed 100%

Budget Savings +/- _____

| Recommended Percentage of Gross Household Income: | | | |
|---|--------|------------------|--------|
| Savings/Retirement | 10-20% | Medical/Health | 5-10% |
| Housing | 25-35% | Personal | 5-10% |
| Food | 5-15% | Recreation | 5-10% |
| Utilities | 5-10% | Blow | 2-5% |
| Transportation | 10-15% | Charitable Gifts | 10-15% |
| Clothing | 2-7% | | |