

Senior Project  
Avon Lake High School



2019/2020

## **PURPOSE:**

The **Senior Project** was developed as an opportunity for members of the senior class to develop an understanding of specific careers before graduating from Avon Lake High School. This opportunity takes place during the last four weeks of classes during the second semester of the school year.

The experience of participating in the **Senior Project** can include shadowing a professional, research in a specific field, or assisting a social service agency. Remember that this project is designed to encourage Avon Lake High School students to examine work outside of high school so that the students will be better prepared for life after graduation.

## **REQUIREMENTS:**

The criteria for senior students who would like to participate are as follows:

- Must be on target to graduate in June 2020.
- Is enrolled in a minimum of a total of 5 credit courses.
- Has no Out of School Suspensions during the 2<sup>nd</sup> semester of 2020.
- Has maintained an overall 2.75 grade point average or above.
- Has no outstanding fees or fines as of April 24, 2020.

The above seniors are eligible to apply for the **Senior Project**.

## **Process**

The student must first think about his or her interest. Then he or she needs to *review* the **Declaration of Interest Form** with family and friends. Once the student is sure of his or her field of interest he or she will need to see one of the available **faculty advisors** and find out if he or she is able to work with them and discuss their interest. This adult will work with the student throughout the preparation of the **Senior Project**.

Once the student and the **faculty advisor** have narrowed the field of interest, the student needs to find a **sponsor** from the greater community outside of the high school. Many students will locate their **sponsors** through family, friends, and neighbors. *A sponsor cannot be a family member.* The **sponsor** must agree to meet regularly with the student and provide the opportunity for a successful learning experience. The **sponsor** must verify that the student has worked for at least the minimum required hours on the **Senior Project**.

The student must now *complete* the **Declaration of Interest Form**, under the guidance of his/her **faculty advisor**. The student must also review, adhere to, and meet all the deadlines for the application, essay, calendar, and overview of the presentation. The student must turn all forms into the assistant principal's office or Google Classroom. Within a week of the student deadline, the **Senior Project Committee** will review the forms and ensure that all projects meet the same standards of quality.

*These deadlines are significant.* Some students who have met all deadlines may need to re-work certain forms in order to continue to be eligible for **Senior Project**.

At the end of April, students need to complete the **Checkout and Grade Validation Forms** that are in this packet. These forms require signatures to verify eligibility for **Senior Project**. All students will be required to obtain the signatures of each of their teachers and key staff members to verify eligibility based on the requirements found in the **Senior Project** contract.

### **Purpose cont.**

Once the **Senior Project** begins, students *MUST* keep a daily journal of hours spent on the project as well as describing his or her accomplishment(s) for the day. The student and the **sponsor** should meet frequently each week in order for the student to gain insight into the project, as well as for the **sponsor** to be able to verify the hours of work spent by the student.

The Senior Project Showcase will take place Thursday, May 21, 2020, in the high school media center. Each student will be required to put together a display/display board, Power Point presentation, or video that will be viewed by family, friends, members of the high school community, and the sponsors.

Grades for **Senior Project** are Pass/Fail, based on the comment by the **sponsor**, the student's **Senior Project Journal** - along with the work created during the project, the **faculty advisor's evaluation**, and the **presentation**. The **Senior Project Committee** will award the grades.

### **Senior Project Committee**

The **Senior Project Committee** consists of the following individuals:

Mrs. Melissa K. Isaly-Johns, Principal  
Mr. Adam Slabodnick, Senior Class Assistant Principal

Members of this committee complete the following:

- Review and evaluate all paperwork.
- Advise and assist students.
- Answer student questions.
- Serve as liaisons to the student and **sponsor**.

### **Faculty Advisor**

The **faculty advisor** is a staff member at the high school who:

- Monitors the student's work during the application process (November through May).
- Suggests revisions to his/her work to help the **Senior Project** meet approval.
- Coordinates the evaluation of your **Senior Project** presentation.

### **Sponsor**

The **sponsor** is an adult *outside* of Avon Lake High School who:

- Is *not* a relative.
- Is on the site where the **Senior Project** will be performed.
- Has expertise and interest in the topic of your **Senior Project**.
- Monitors your work during the month of the **Senior Project**.
- May suggest revisions of your creations during the month of **Senior Project**.
- **Certifies that your Senior Project hours have been completed.**

AVON LAKE CITY SCHOOLS DISTRICT

Avon Lake High School  
175 Avon Belden Road  
Avon Lake, OH 44012  
440.933.6290

Guidelines for Avon Lake High School **Senior Project**

**To Potential Sponsors:**

Thank you for taking the time to **sponsor** an Avon Lake High School Senior for his or her **Senior Project**. Your time and assistance working with our young people is very much appreciated. We, the **Senior Project** Committee, believe that your time with our student will be rewarding for both of you.

Below you will find the guidelines for **sponsors**. Should you have any questions please contact the assistant principal's office, Mr. Adam Slabodnick, at 440.933.6290 Ext. 1547.

1. Requirements that we have for sponsorship are that the **sponsor**:
  - Must be at least 21 years old
  - Not be a relative of the student
  - Is knowledgeable in the area of the **Senior Project**
2. Assist the student to set up realistic goals. The goals should be obtainable within the four weeks of the project (May 1 – May 21). The student should also have enough work for the entire time of the project.
3. Meet with your student on a regular basis. Some students may be able to use the hours they spend preparing for AP exams and taking the exams toward the minimum requirement of 6 hours a day. Discuss with your student how this will affect their participation with you during the project time. **Sponsors** may require additional time that they think is necessary as long as it does not conflict with the student's school obligations, i.e., varsity athletic practice or games. **Sponsors** will be asked to verify, on the evaluation form, the completion of the minimum hours on the project.
4. **Sponsors** may recommend student dress requirements.
5. Students will notify **sponsors** of their acceptance or rejection in the program. Students will be notified on Friday, April 24, 2020, of final acceptance and rejections. (Students must maintain passing grades, acceptable attendance, and have proper checkout throughout the final day of school to remain eligible for **Senior Project**.)
6. **Sponsors** will be able to report the student's progress via the **Senior Project Progress Report**, which you will receive from the student. The student will return this form to the assistant principal's office by Wednesday, May 20, 2020. If a student is not working out satisfactorily on the project, the project may be terminated. **Sponsors** need to discuss the nature of any difficulty with Mr. Adam Slabodnick at 440.933.6290 Ext. 1547, as soon as the problem occurs.
7. **Sponsors** will evaluate the students' completed project on the **Senior Project Mentor Evaluation Form** available from the student. This evaluation must be returned to Avon Lake High School by Wednesday, May 20, 2020.
8. **Students will present their projects in the high school media center on Thursday, May 21, 2020 from 2:00 p.m. to 3:00 p.m. We hope that your schedule will allow you to join us that afternoon.**
9. If you are mailing materials to the school, please address to:

Avon Lake High School  
Attn: Mr. Adam Slabodnick  
175 Avon Belden Road  
Avon Lake, OH 44012

Once again, we would like to thank you for giving an Avon Lake High School Senior the opportunity of a lifetime.

Sincerely,

Mrs. Melissa K. Isaly-Johns  
Principal

Mr. Adam Slabodnick  
12<sup>th</sup> Grade Assistant Principal

## TIMELINE FOR SENIOR PROJECT 2019/2020

November 15 Friday	Senior Assembly by invitation for eligible students to introduce and explain the Project <b>Sign up for Google Classroom. Code: zerr75</b>
January 10 Friday	<b>Declaration of Interest Form</b> and <b>Senior Project Contract</b> turned in using Google Classroom
January 15 Wednesday	Senior Committee Meeting to review <b>Declaration of Interest Form</b> and <b>Senior Project Contract</b> .
January 17 Friday	<b>Declaration Forms</b> approved by the assistant principal via Google Classroom .
January 31 Friday	<b>Senior Project Application</b> , due in the assistant principal's office (Student must make and keep his/her own copy of each form.)
February 21 Friday	<b>Senior Project</b> eligibility list identifying students having met the deadlines posted in the assistant principal's office by noon.
April 6 Monday	<b>Presentation Overview</b> with signatures due in the assistant principal's office.
April 24 Friday	<b>Grade Validation, Checkout Forms, and Final Sponsor Information</b> are due in Google Classroom from all students, including those who have yet to take AP exams.
April 27 - May 19	<b>Senior Project Month.</b> Students work a minimum of 6 hours a day (or 30 hours per week), maintaining a journal of their hours and all observations and accomplishments on their Project. Students gather information for the Showcase.
May 5 Tuesday	<b>Sponsors</b> will be <b>sent invitations</b> via e-mail to attend the Senior Project Showcase on <b>May 21, 2020</b> .
May 21 Thursday	Students report at 1:15 p.m. to set up their <b>Senior Project</b> presentation in the media center. Journals need to be part of students' presentation. <b>Senior Project Showcase</b> is set for viewing. <b>Senior Projects</b> will be evaluated by the high school administrative team from 2:00 – 3:00 p.m.

## IMPORTANT INFORMATION TO REMEMBER

### STUDENTS TAKING POST-SECONDARY COURSES

- You still will need to complete the necessary assignments.

### STUDENTS TAKING ALTERNATIVE EDUCATION COURSES

- You still must complete the assignments for those courses.

### FOR EDUCATIONAL PROJECTS

- Get the principal's or assistant principal's approval for any work you will do in that building.

### OUT OF TOWN PROJECTS

- Daily contact by phone, in person, or via e-mail with your **sponsor** and **faculty advisor** is required. This contact must include your planned schedule for that day.

### ATHLETES AND STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES

- Students may still participate in athletic and extracurricular activities. It is their responsibility to attend all practices and events on time. Remember to give your **sponsor** a copy of this schedule.

**Students participating in the Senior Project are Avon Lake High School students and are governed by the rules and regulations outlined in the Student Parent Handbook. Therefore, the breaking of any school or district rules will lead to a disciplinary action and removal from the project.**

## COMPLETING THE DECLARATION OF INTEREST FORM

- Talk with your family, friends, teachers and neighbors to find ideas for **Senior Project**.
- Visit the **Senior Project** Committee for ideas.
- **The Declaration of Interest Form** and **Senior Project Contract** are due in Google Classroom on Friday, **January 10**.
- Students will be notified by **Friday, January 17** if their project is approved or denied.
- You may change your initial idea by the end of January as circumstances change. Continue to work through the process with your **faculty advisor** and be sure to receive your **faculty advisor's** approval for all changes to your **Senior Project**.

## SPONSOR AGREEMENT

- Set up a meeting with your **sponsor**.
- Explain your intentions for your project to your **sponsor**. Discuss what you would like to learn and produce from your project.
- Give your **sponsor** the guidelines in this project.
- Your **sponsor** must agree to meet regularly with you and provide an opportunity for a successful learning experience.
- Your **sponsor** must verify that you have worked for at least the minimum required hours on the **Senior Project**. (The minimum required hours are 6 hours a day for a total of 30 hours per week. Scheduling may need to be adjusted but the 30 weekly hours minimum are required.)
- You must obtain the **sponsor's** information and signature by **Friday, January 31, 2020**.
- You and your **faculty advisor** should keep a copy of the signed form.
- **This form is due to the assistant principal's office Friday, January 31, 2020.**

## COMPLETING THE SENIOR PROJECT APPLICATION

- Fill in all of the required information about yourself, especially emergency contact information.
- Be as descriptive as possible about the **Senior Project** you are creating.
- Prepare to defend your project in two areas:
  1. Academic/vocational benefit that you will receive from this project.
  2. Benefit that the community will receive from your project.
- Include the following in your description:
  - *What* specifically you will be doing?
  - *What* you plan on learning?
  - *Who* you will be working with?
  - *Where* you will be working?
  - A *schedule* of your average day during the time you are working on the **Senior Project**.
  - *What* you will create during the project (journal, report, art, performance, booklet, etc.)?
- Remember that, at a minimum, you must keep a journal for each day you are out working on the **Senior Project**.
- Complete the **Sponsor Agreement Form** with your **faculty advisor** no later than **Friday, January 31, 2020**
- *Make a copy* of the **Senior Project Application** and all other forms for you and your **faculty advisor**.
- Turn in the completed **Senior Project Application** with the appropriate forms on **Friday, January 31, 2020** to the assistant principal's office.

## COMPLETING OF THE GRADE VALIDATION FORM

- Students with a D, F, or INC on their third quarter report card are advised to maintain a close watch on all of their grades. The **Senior Project Committee** is made aware of these students who are at risk. Please check your Power School account to be best informed.
- On **Wednesday, April 22, 2020** students should start obtaining signatures on the **Grade Validation Form** from this packet. During the next few days, each student will obtain the signatures of each of their teachers.
- The **Grade Validation Form** is due on **Friday, April 24, 2020** from all students applying for **Senior Project** status, even those who will be taking AP exams in May.
- If you are taking AP Exams and/or CC+ courses (and holding on to textbooks) you must still turn in the **Grade Validation Form** on **Friday, April 24, 2020**. You are required to turn in any textbooks to your teacher when you take the AP Exams and/or complete your CC+ course. This will then place you in good standing.
- *Failure to turn in the **Grade Validation Form** means that the student is required to attend all classes and perform all work required, including sitting for final exams. The student will not be able to participate in the **Senior Project**.*

## COMPLETING THE CHECKOUT FORM

- The **Checkout Form** is designed to ensure that the student has met all of the behavioral and attendance requirements for **Senior Project**.
- The students must do the following for attendance requirements:
  - Free of all suspensions.
  - Be enrolled in a minimum of five courses.
  - Have all credits and requirements needed for graduation.
  - Have no outstanding fees or fines.
  - Have completed and officially turned in all independent study projects.
- The **Checkout Form** is in this **Senior Project** packet. On **Friday, April 24, 2020** the student must turn in the signatures of all the people listed on the form. The student is to turn in all textbooks to his/her classroom teacher at this time.
- Only acquire signatures before or after school. Missing class to complete the **Checkout Form** constitutes an unexcused absence.
- If a student is taking AP exams or CC+ courses the student may keep those textbooks until the day of the exam.
- **The Checkout Form is due in the assistant principal's office on Friday, April 24, 2020.** *Failure to turn in the **Checkout Form** means that the student will be removed from the **Senior Project** and is required to attend all classes, performing all required work, including the taking of final exams.*



## **Example of a Journal for the Senior Project**

Students are expected to keep a journal of each day's activities during the **Senior Project** period. *Each journal entry should **begin with the date** and should address the following:*

- What did I do today?
- What did I learn?
- What unique events occurred (if any)?
- What is my next step?

As your project nears the halfway point begin to move away from journal entries with excessive details on daily events and begin to focus your writing on how your goals and expectations have or have not been met. Let this become the analysis part of your journal.

**The following is an example of an ACCEPTABLE ENTRY: (Please note that this entry was formatted single spaced to enable it to fit on this page.)**

May 17, 2020

Today I sat in a conference with my sponsor, Dr. Smith, and a team of doctors who are all cancer specialists. The hospital has given the OK to begin a new experimental treatment and the doctors were being given the latest details via a teleconference involving a doctor from Brazil. Recent journal articles indicate that this treatment may actually extend the life of some patients up to 10 years.

I also learned that the hospital in Cleveland is only the second hospital in the world to offer this treatment. The discussion expressed much joy, as well as hesitation and even reluctance. The first patients to undergo this treatment will come from as far away as Mexico, Canada, and Ireland.

Tomorrow I will be searching for recent journal articles that debated this procedure over the last five years and writing a summary of this work for my sponsor. His secretary helped me begin my search last week, showing me two great websites and a search engine geared toward medical research. I also hope to set up a question and answer page for the doctor so that the other potential patients can get the expert advice that they need before committing to the procedure.

***The following is an UNACCEPTABLE ENTRY:***

May 17, 2020

Today I sat in a conference with my sponsor on a new medical procedure the hospital is considering. It seems very interesting. Tomorrow I will do some research and help the doctor with his work.

**This entry is unacceptable because it is too short and does not address the four items listed at the top of this page to the same degree that the acceptable entry does. Let this journal be your opportunity to tell your story and not just a way of satisfying the requirements. This journal is due at the time of your presentation.**



## Senior Project Contract

*Due Friday, January 10, 2020 in Google Classroom*

The **Senior Project** was developed as an opportunity for eligible members of the senior class, to earn the privilege of being able to develop their creative skills or to get an understanding of a specific career of interest before graduating from Avon Lake High School.

Therefore, it is imperative that these seniors conduct themselves in a manner that will ensure their eligibility for participating in the **Senior Project**.

For a senior to be eligible for this *privilege*, the student must have met the following requirements as of 2:00 p.m. on **Friday, April 24, 2020**.

### REQUIREMENTS:

The criteria for seniors who would like to participate are as follows:

- Must be on target to graduate in **June 2020**.
- Is enrolled in a minimum of a total of 5 credit courses.
- Has no Out of School Suspensions during the 2<sup>nd</sup> semester of 2020.
- Has maintained an overall 2.75 grade point average or above.
- Has no outstanding fees or fines as of **Thursday, April 23, 2020**.

The above seniors are eligible to apply for the **Senior Project**.

### STUDENT:

I understand that if I fail to meet the above criteria and obligations then I will not be able to participate in the **Senior Project**.



**PRESENTATION OVERVIEW FORM**

*Due Monday, April 6, 2020 in Google Classroom*

Student: \_\_\_\_\_

Faculty advisor: \_\_\_\_\_

Description of the project:

How do I expect to grow and learn during the process?

How do I expect my future to be effected by this project?

How do I expect the community to benefit from this project and its effects?

I anticipate being asked the following three questions by my evaluators.



**AVON LAKE HIGH SCHOOL**  
**2020 SENIOR PROJECT**

**SENIOR PROJECT CHECKOUT FORM**

*Due Friday, April 24, 2020 to the assistant principal's office*

**PLEASE PRINT:**

**STUDENT NAME:** \_\_\_\_\_

(Last)

(First)

**Directions:**

1. Return textbooks to your teachers by **Friday, April 24, 2020**.
2. Pay all fees to **Mrs. Hout** in the main office by Thursday, **April 23, 2020**. (All accounts, including food service, must reflect a zero balance before participation in **Senior Project**.)
3. Refer to the Example of a journal entry, as a review. The journal is due the day of your presentation **May 21, 2020**.
4. Obtain the necessary signatures as listed below.
5. Return this completed/signed form to the assistant principal's office on **Friday, April 24, 2020**. \*\*

**Fees**

\_\_\_\_\_  
**Mrs. Hout**

**Graduation requirements  
& future plans met:**

\_\_\_\_\_  
**Guidance**

**Sponsor/Behavior information**

\_\_\_\_\_  
**Mrs. Gannon**

*I have read and understand all information regarding my obligations toward the Senior Project. I have met all obligations. I understand that I cannot attend school sponsored field trips during my Senior Project experience.*

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\* Students taking AP exams or CC+ finals may keep their textbook until the day of the exam.**

**Final Sponsor Information Sheet**  
**Where to E-mail Invitation**

*Due Friday, April 24, 2020 in Google Classroom*

**(Please print)**

**STUDENT NAME:** \_\_\_\_\_

**FACULTY ADVISOR:** \_\_\_\_\_

**SPONSOR:** \_\_\_\_\_

**SPONSOR'S TITLE:** \_\_\_\_\_

**SPONSOR'S E-MAIL ADDRESS:** \_\_\_\_\_

**SPONSOR'S WORK ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**SPONSOR'S PHONE:** \_\_\_\_\_  
**(Work phone)**





**AVON LAKE HIGH SCHOOL  
SENIOR PROJECT**

**SENIOR PROJECT SPONSOR EVALUATION FORM**

The student should give this 2 page form to their sponsor to complete near the end of Senior Project.  
*Please make sure this form is returned to the assistant principal's office by Wednesday May 20, 2020.*

Student's name: \_\_\_\_\_ Sponsor's name: \_\_\_\_\_

Company's name: \_\_\_\_\_ Sponsor's phone: \_\_\_\_\_

Company's address: \_\_\_\_\_

To the sponsor: Please fill in the chart below with a check mark.

	Excellent	Good	Fair
Level of interest			
Communication skills			
Reliability (attendance/punctuality)			
Cooperation/Attitude			
Initiative			
Contribution			
Motivation			
Appearance			
Level of commitment			
Receptive to new ideas			
Ability to work with others			

Did the student meet your expectations? (Please check one) YES: \_\_\_\_ NO: \_\_\_\_

Comment(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student's strengths: \_\_\_\_\_

\_\_\_\_\_

Student's weaknesses: \_\_\_\_\_

\_\_\_\_\_

What suggestions do you have for improving Senior Project? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you be willing to be a sponsor for another Senior Project? YES: \_\_\_\_\_ NO: \_\_\_\_\_

May this information be shared with the student? YES: \_\_\_\_\_ NO: \_\_\_\_\_

*Please return by **Wednesday, May 20, 2020** to:*

Avon Lake High School  
Attn: Senior Project – Mr. Slabodnick  
175 Avon Belden Road  
Avon Lake, Ohio 44012

Or FAX to: 440-930-2798

Or email to: [adam.slabodnick@avonlakecityschools.org](mailto:adam.slabodnick@avonlakecityschools.org)

*Thank you for your assistance in this project.  
Avon Lake High School hopes that this was a rewarding experience.*