

Seneca Valley Graduation Project

Project Proposal

All parts of this proposal must be completed BEFORE work may begin on the project. Hours involved or work done before this proposal is completed and approved will not count toward the minimum 20 hours required.

When the project proposal and mentor commitment/parent consent forms are complete and turned in, a conference will be scheduled with the Graduation Project teacher before final approval. The **proposal and mentor commitment/parent consent forms must be turned in on or before the due date listed in this manual**. A proposal may be completed and approved before the due date, if work on the project needs to begin earlier than the due date. However, the student must complete 20 hours within the designated time frame for senior projects.

Putting the proposal together:

Read through the directions carefully. There are four main sections, each comprised of several planning, writing or organizational tasks. Approaching these tasks seriously and deliberately will establish the framework for an excellent project. The success of the project component will be based on this initial effort and preparation. The Project Proposal is a required Portfolio item. Please use the form in this manual as a rough draft, but also complete a word-processed copy using the online form from SHS website. *(Directions are not included as part of the online form. Use the right-click button and the "save as" features on your computer.)*

Project Proposal

Name _____ Date _____ Period _____

Part 1: Laying the Foundation:

Answer all questions in complete sentences and as thoroughly as possible.

1. Explain your project idea:
2. What is your purpose in completing this project?
3. How is this project a challenge for you?
4. What finished products can you show your teacher and judges to prove what you have done?
5. Which Board Area best describes the research and project? (*Academic/Humanities, Academic/Sciences, Career/Entrepreneur, Mechanical Design/Construction, School/Community Service and Improvement, Visual/Performing Arts*)
6. Name one possible mentor (at least 21 years of age and not a parent or relative) whose expertise could help guide you through this project. Briefly explain how this person's knowledge can help you. (This should be the same person who completes the Mentor Commitment Form.)
7. What, if any, expenses are involved with this project? How will you be able to pay for these expenses?

Part II Providing Verification

Beyond the required Project Verification Form and Project Log, **list specifically** how the process and final project will be verified for judges and classroom teacher. As verification of the Project component is a student's responsibility, **list specific examples of verification that will be supplied.**

Examples of verification are: physical product, emails, certificates, letters written and received, permission slips, photographs, videos, receipts, programs, audience feedback forms, etc.

(If a project involves fundraising for a charity or organization, please read Fund Raising Policy for specific requirements regarding the Project Proposal and completion of Project component.)

List all types of verification that may be provided throughout the project.

- 1.
- 2.
- 3.
- 4.
- 5.

Part III. Support

Attach your completed Mentor Commitment and Parent Consent forms.

If the project requires the approval and/or assistance of a business, club, agency, church, or instructor other than the mentor, specific contact information must be provided, including the agreed upon course of action, and any additional information that explains the arrangements made to complete the project. If this does not apply to your project, write "Not Applicable" in the space provided.

Business/Building:

Name(s) of Contacts:

Phone/Email:

Tentative Arrangements:

Part IV. Project Task Analysis

On a separate sheet of paper, brainstorm any and all tasks that need to be completed before the project can be successful. Be sure to break larger tasks into smaller steps. *(For example: It is not enough to list as a task, “Set up rehearsal schedule.” What do you need to get done to set up a rehearsal schedule? Develop a phone chain, construct a calendar of rehearsal dates, set up a place to rehearse, etc.)* You may include any tasks already completed. Consider **ALL** aspects of the project and product including materials, mentor meetings, interviews, phone calls, emails, classes, construction, research, etc.

Review, organize, and prioritize the brainstormed tasks. List each task below in anticipated order of completion and estimate the time you will need to complete the task. Be sure to refer to the calendar of Graduation Project due dates and any personal commitments.

Task	Estimated Time to Complete	Estimated Date to Begin

(Add more rows as necessary by placing your cursor in the last row and pressing tab.)

Part V. Approval

Student signature: _____

Parent/guardian signature: _____

Project Conference Date: _____

Teacher Comments or Questions:

_____ **Project Approved**

_____ **Project Approved with Reservation**

_____ **Project Revision Requested** **Suggested date for re-submission** _____

Teacher Signature _____

Date _____

GRADUATION PROJECT PARENT/GUARDIAN CONSENT FORM

As parent/guardian of _____, I am aware that my son/daughter must complete the Graduation Project with a grade of 60% or higher to meet Seneca Valley School District's requirements for graduation. After reviewing your child's Project Proposal, please respond to the following:

For the project, my son/daughter has decided to

_____.

Briefly describe what your son or daughter needs to do in order to complete the project described above:

_____.

Although the student has discussed the Graduation Project with teachers and staff, I fully understand that the selection of the project component and the student's mentor(s) are decisions made independently of the staff and the administration of the high school. All consequences of the project choice, cost, production, or experience, unless otherwise stated, rest solely with the student and parent. I am also aware of the due date policy for all assignments relating to the senior project stating that **assignments are due on or before the scheduled due date printed in the Student Manual and that late work may be penalized and may receive no credit.** Students who are absent from school on a scheduled due date and who have not turned in an assignment will be required to present a doctor's excuse to receive the opportunity for credit.

Senior Board presentations will be held on May 20, 2016. Transportation will not be provided for students on this day. Please plan ahead to make arrangements for your student to be at the Senior High School 15 minutes prior to the time of his/her scheduled presentation.

Name of Mentor _____

Relationship to student _____

(Family members are not to serve as mentors unless a written request has received prior approval.)

Mentors must be at least 21 years of age.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____