

CLASS OF 2018
JUNIOR/SENIOR GRADUATION
PROJECT



COUDERSPORT AREA HIGH SCHOOL

Coudersport Area High School Graduation Project

The graduation project guidelines were developed through a process that involved the high school administration and teachers. A completed project is a local requirement for graduation. The two areas of interest, careers and community service, allow for students a choice in fulfilling their graduation requirement.

Each student will be assigned a faculty advisor and the student must schedule time to meet with their advisor to discuss their project. It is the responsibility of the student to maintain regular contact with their advisor throughout their junior and senior years. The advisor may also schedule meetings with the student if the student is not fulfilling their responsibility and not making adequate progress. The advisor also has the right to refer the student to administration if this is the case.

Completion of the individual assignments will be indicated on the student report cards. Students who have fulfilled their requirements each marking period will receive a "P" for passing or an "F" for failing if requirements are not met. Because students have access to the timeline for when assignments are due, grades will not be changed if work is handed in after the end of the marking period. Incompletes will not be given.

On the following pages are the timelines for the Career Research and Community Service options. Each individual assignment must have a parent/guardian signature before submission to the advisor.

Steve Mongillo
Principal

Career Exploration Timeline

Overview: Not sure what you want to do right after high school? Have a few ideas but are still not sure which is the best fit for you? Then completing the Career Exploration may be a good option for you.

Junior Year 1st Nine Weeks.

Mrs. Mongillo will meet with the juniors to review the graduation project. Students are required to complete the Selection Review with parent signature and return the form to Mrs. Minard.

Junior Year 2nd Nine Weeks:

Activity 1: Activity #1 requires a student to list three possible career choices for after graduation. For each of the choices, the student will submit a reason why the career is a good option for them. In addition, the student will list two related careers for each selection. The student will make an appointment to meet with their advisor to review the career choices. During this meeting, the student will choose two careers to further explore, which is Activity #2. Remember, these forms are to be signed by your parent/guardian.

Junior Year 3rd Nine Weeks:

Activity 2: These are the two page papers on each of the careers the student decided to explore further. Remember, these forms are to be signed by your parent/guardian.

Note: Some good resources are Career Cruising, Occupational Outlook Handbook and Onet. These are all resources you used to write your grade 10 research paper. You can also request your career portfolio from Mrs. Minard.

Junior Year 4th Nine Weeks:

Activity 3: You need to meet with your advisor and discuss what career you will focus on and complete *Activity #3* by the end of the marking period. This 2-page paper must be signed by your parent/guardian and discussed with your advisor.

Senior Year 1st Nine Weeks:

Activity #4. You will either interview a career professional who represents your career choice, survey a professional organization that relates to your career choice or conduct an alternative activity approved by your advisor. Once again, get the required signatures.

Senior Year 2nd Nine Weeks:

In *Activity #5*, you will write a typed 2-page summary of your efforts to fulfill the requirements of your career goals. Parent/guardian signatures are needed for this activity as well.

Senior Year 3rd Nine Weeks:

You will prepare and rehearse your presentation with your advisor before the end of the 3rd marking period. This needs to be done in order to make corrections/changes to your presentation in order to have it ready to present during the 4th marking period.

Senior Year 4th Nine Weeks:

You will be assigned a date and time to present your project to a panel of 3 faculty/administrators. Students who receive an unsatisfactory rating will need to revise and reschedule their presentations.

Graduation Project: Career Track-Activity #1

Student Name: _____

Date: _____

Advisor: _____

The student will create a list of three possible career choices. For each of the career choices, the student will submit a rationale (reason) for each career. In addition, the student will list at least two related careers for each of their selections.

The student is encouraged to meet with their parent/guardian to review the list and the rationale for their career choices. The parent and student must sign the forms. The student will also meet with their advisor to discuss their career choices, rationales and list of related careers. After meeting with their advisor the student will then determine which 2 careers will become the topic of the next activity.

Student Career Choices:

1. _____

2. _____

3. _____

Student Signature: _____

Parent Signature: _____

Advisor Signature: _____

Continued on the next page.

Student Career Choices

Career #1: _____

Rationale (why do you think this career might be a good fit for you?):

List two related careers: _____

Career #2: _____

Rationale (why do you think this career might be a good fit for you?):

List two related careers: _____

Career #3: _____

Rationale (why do you think this career might be a good fit for you?):

List two related careers: _____

Graduation Project-Career Track

Activity #2

After submitting your career choices and discussing them with your advisor, you will select two (2) careers to explore further. For each career chosen, you will type submit a two (2) page typed paper includes (but is not limited) to the following:

1. A description of the career and why you believe it is a good fit for you. (work values, interests, skills, abilities, etc)
2. The opportunities offered by this career (professionally and personally).
3. The skills necessary to pursue this career.
4. The high school courses/accomplishments helpful in pursuing this career.
5. The post-secondary training/education required for this career.
6. The current average starting salary and salary range.
7. The current job market possibilities (job opportunities and job market locations).
8. The projected job market.
9. References

Graduation Project-Career Track-Activity #3

During the 1st marking period, you need to meet with your advisor and discuss what career you will focus on and complete Activity #3 by the end of the marking period. This 2-page paper must be signed by your parent/guardian and discussed with your advisor.

Your paper must include:

1. A self-evaluation of your personal strengths/skills/abilities as they pertain to your career choice. This self-evaluation would include an explanation of how each trait would have an effect on fulfilling your proposed career goal.
2. Explain how the courses you are taking or will take in high school will help you as you work toward reaching your career goal. (Do you need to take certain courses in high school that will help you meet entrance requirements in a post-secondary training program or are there certain courses that will help you get a job after high school?)
3. What is your proposed post-high school graduation plan that will lead you to your career goal? Here are some questions to consider:
 - a. What type of post-secondary training or education do you need?
 - b. Have you identified possible schools to apply to? Do you meet their admissions criteria?
 - c. Are there any tests you need to take (SAT/ACT/Placement Test)?
 - d. Are you going straight to work after high school? If so, what have you done to prepare? Do you have a résumé? Do you have any job leads?
 - e. Are you considering the military? Have you taken the ASVAB?
4. You will also need to identify personal challenges/shortcomings as they pertain to your career choice. For each item listed, you will identify a strategy for overcoming those issues.

Your advisor will provide written and/or verbal feedback to you. If your advisor indicates that your career choice is not realistic based upon the information presented, your advisor will arrange a meeting with the guidance counselor and/or school principal. If your advisor and counselor/administrator concur, a student/parent conference will be scheduled.

The student and parent will sign this paper prior to its submission.

Graduation Project-Career Track-Activity #4

During the 2nd marking you will complete *Activity #4*. You will either interview a career professional who represents your career choice, survey a professional organization that relates to your career choice or conduct an alternative activity approved by your advisor. Once again, get the required signatures.

Here is the process:

1. You will submit a plan to your advisor to do one of the following
 - a. Interview a local career professional who represents your career choice.
 - b. Survey a professional organization
 - c. An alternative approved by your advisor
2. You will need to submit the survey/interview questions for your advisor's approval before you conduct the survey/interview.
3. You will need to submit to your advisor, prior to mailing or emailing, a letter of inquiry and/or request for an interview. This may be replaced by a thank you letter for an interview that was arranged via a personal contact.
4. The completed survey/interview with supporting documentation must be returned to your advisor.

The student and parent will sign this paper prior to its final submission

Graduation Project-Career Track-Activity #5

The 3rd nine weeks is wrapping up your Career Research project and creating your presentation. In *Activity #5*, you will write a typed 2-page summary of your efforts to fulfill the requirements of your career goals. Parent/guardian signatures are needed for this activity as well.

The summary should include but is not limited to:

- Your high school course work
- Out of school activities related to your career goals (job shadowing, volunteer work, organizational membership, etc)
- Post-secondary financial planning (ex. Did you and/or your parent/guardian participate in a financial aid workshop? Did you and your parent/guardian complete the FAFSA form? Are you planning or have you applied for any scholarships?)
- What are your personal goals for your future? (short term, intermediate and long term)
- Reflect on the Graduation Project as it relates to your career goals. What did you learn? Was it worthwhile? Explain.
- Post-graduation preparations and plans:
 - College visitations
 - College applications
 - Résumé
 - Job applications
 - ASVAB, SAT, ACT, placement tests
 - Military recruiter interview/MEPS

The student and parent will sign this paper prior to submission.

Community Service Timeline

The heart of a volunteer is not measured in size, but by the depth of the commitment to make a difference in the lives of others.

DeAnn Hollis

If you choose to complete the Community Service option, you will be asked to donate a minimum of 40 hours between your junior and senior years. You will also be required to design a community service project. You will review your proposed project idea with your faculty advisor prior to starting the assignment. In addition to writing a project proposal, you will be required to create a logo, slogan and/or poster for the proposed community service project. If you actually implement your written project, you have the opportunity to complete some or all of your required minimum hours. If you plan to do this over the summer, you must have your plan approved before the end of your junior year and you must create a log to document your hours for the project. This log will be the basis of gaining credit for your hours.

Keep in mind that you do not actually have to implement your proposal. If you choose not to implement it, you will need to complete your hours by volunteering.

Overview of Junior Year 2016-17: Students choosing the Community Service track will be required to donate a minimum of twenty (20) hours of community service. These hours (20) hours must be distributed between at least three (3) different experiences and organizations. If you want to distribute your hours over fewer than three experiences/organizations, you must have written approval from your advisor AND the principal.

A Community Service Activity form must be completed for each volunteer experience denoting the activity, date of activity, description of the service(s) rendered and the signature of the supervisor at the site.

Students may not use the community service requirement to meet the needs of any current curricular offerings.

First Nine Weeks-Junior Year

Mrs. Mongillo will meet with the juniors to review the graduation project. Students are required to complete the Selection Review and return the form to Mrs. Minard.

Second Nine Weeks-Junior Year

Student will schedule an appointment with their advisor to discuss the community service ideas. Student will create a list of 3-5 possible community service activities and contacts for those activities.

Third Nine Weeks-Junior Year

Student will have initiated their Community Service Plan by

1. making at least two successful contacts and/or
2. one successful contact and completed at least one of the three community service activities including the written summary of that activity.

Fourth Nine Weeks-Junior Year

Student will have made:

1. At least three successful contacts for completing their community service activities and/or
2. Completed at least two of the three required activities including the written summary of that activity.

By the end of the fourth nine weeks, student will have evidence of three successful contacts with organizations and have completed the minimum twenty hours for their junior year (including written summaries) OR show summer hours scheduled in order to complete requirements.

If you completed your junior year requirements and wish to complete the remaining portion of your hours during the summer, you must present a written plan and gain approval from your advisor. *If an opportunity presents itself over the summer and you cannot get approval from your advisor, you need to contact the school principal and get approval. Again, present a written plan, which can be via email if you are unable to set up a face-to-face meeting with your advisor or principal.*

Senior year-1st Marking Period

You need to schedule a meeting with your advisor to review your hours and create a plan to complete any remaining hours. This may include making additional contacts, if necessary.

At this time if you have not completed your proposed community service project, you will need to discuss ideas with your advisor. You will then need to write the project proposal and you will also be required to create a logo, slogan and/or poster for your proposed community service project.

Note: If you want to implement your written project, you can get credit for your required hours but you *must* maintain a log of your activities. This log should include a narrative describing what you did and when.

Senior Year-2nd Marking Period

You will have:

1. Completed all community service hours OR
2. Implemented their Service Project

Senior Year-3rd Marking Period

Any remaining paperwork or documentation needs to be handed into your advisor. In addition to documenting your community service hours, you will have completed all your essay(s) describing the organization that sponsored your community service hours and the humanitarian benefits of the organization.

You will also complete your presentation and rehearse it with your advisor before the end of the marking period.

Senior Year-4th Marking Period

You will be assigned a date and time to present your project to a panel of 3 faculty/administrators. Students who receive an unsatisfactory rating will need to revise and reschedule their presentations.

Graduation Project-Community Service Plan

Student Name: _____

You will list at least three organizations/service groups that you can contact in order to complete your requirement of a minimum of 40 hours of volunteering. Discuss the organizations/service groups and contacts with your advisor first. After you have received the "ok" from your advisor, then you can arrange your volunteering with the organizations/service groups and list it below under the "brief description". Once you have the volunteer activity planned, get your advisor's signature.

Organization #1: _____

Contact Person and Email/Phone Number _____

Brief description of volunteer activity: _____

Signature of Advisor: _____

Signature of Parent/Guardian: _____

Organizations #2: _____

Contact Person and Email/Phone Number _____

Brief description of volunteer activity: _____

Signature of Advisor: _____

Signature of Parent/Guardian: _____

Organizations #3: _____

Contact Person and Email/Phone Number _____

Brief description of volunteer activity: _____

Signature of Advisor: _____

Signature of Parent/Guardian: _____

Organizations #4: _____

Contact Person and Email/Phone Number _____

Brief description of volunteer activity: _____

Signature of Advisor: _____

Signature of Parent/Guardian: _____

Organizations #5: _____

Contact Person and Email/Phone Number _____

Brief description of volunteer activity: _____

Signature of Advisor: _____

Signature of Parent/Guardian: _____

GRADUATION PROJECT

Community Service Project Plan

The student will complete a typed proposal describing their proposed Community Service Project. The proposal must include but is not limited to:

- Beginning date of Community Service Project
- Purpose of the Community Service Project
- Benefit(s) of the Community Service Project
- Community Service Project location
- Date(s) of possible implementation
- Project coordinators
- Number of anticipated participants
- Stages of the Project (planning through implantation)
- Resources for planning and implementing the Project:
 - Text
 - Community organizations/government agencies
 - Other community people
- In addition to writing this proposal, the student will be required to create a logo, slogan, and/or poster to advertise their Project.

Student and parent/guardian must sign typed Project Proposal.

Graduation Project-Community Service-Volunteer Activity Sheet

After you have submitted your Community Service Plan to your advisor and you have approval to volunteer for each organization, you may schedule your community service. This sheet is to be filled out at the conclusion of each volunteer activity and returned to your advisor. If you are doing the same activity but over multiple days and times, you can use one sheet.

Student : _____

Organization/service group: _____

Activity: _____

Description of the activity: _____

Hours of Service (specific time and date):

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Total hours of service: _____

Signature of Supervisor

Date

Signature of Parent/Guardian

Date

(If you are choosing Community Service, make some blank copies of this page before you start.)

Graduation Project-Senior Oral Presentation

Student: _____

Date: _____

Panel Member: _____

____ Career Track

Advisor: _____

____ Community Track

Date of meeting with advisor to rehearse presentation: _____

Content: For each category, check the appropriate score and total points accumulated.

(10 Points possible, 7 points to pass)

Score	Student provides rationale for choosing either the Career Track or the Community Service Track.	Student describes what he/she has done to meet the requirements for their chosen track.	Student reflects upon the experience. Was it worthwhile? How will it affect their future?	Student reflects on what they learned through the experience.	The presentation was at least 5 minutes long.
Excellent					
Satisfactory					
Unsatisfactory					

Total Points: _____

Presentation: For each category, give a score of a 0, 1, or 2 and total the number of points accumulated.

(14 points possible, 10 points needed to pass)

Score	Posture	Appearance	Pronunciation	Eye Contact	Organization of Thoughts	Answers to Questions	Clarity of Voice
2	Student maintains good posture throughout presentation.	Student is dressed in an appropriate professional looking manner.	Student's pronunciation is consistently correct.	Student maintains eye contact with each panel member throughout the presentation.	Student presents information in a logical manner, displaying appropriate preparation.	Student's answers are complete and thoughtful.	Student consistently speaks in a clear, audible voice.
1	Student's posture is acceptable for most of the presentation.	Student's dress can be described as business casual.	Student pronounces 1 or 2 words incorrectly.	Student makes eye contact frequently with panel members.	Student's presentation displays some organization but lacks overall cohesiveness.	Student answers questions with some thought and confidence.	Student's presentation can be heard and is rarely misunderstood.
0	Student's posture is unacceptable.	Student's dress does not reflect a professional looking appearance.	Student mispronounces numerous words.	Student is consistently looking down or avoids making eye contact with panel members.	Student's presentation lacks flow and shows little, if any, organization.	Student is unsure of answers to questions posed.	Much of the presentation is difficult to hear and/or understand.

Total Points: _____

Total Points (content and presentation): _____

Comments:

Panel Member Signature: _____

____ Presentation meets criteria

____ Presentation does not meet criteria (needs to be redone)

Graduation Project Selection

Student Name: _____ Advisor: _____

Track selected by student: Career _____ Community Service _____

Reason for Choice:

Signature of Student

Signature of Parent/Guardian

Date

