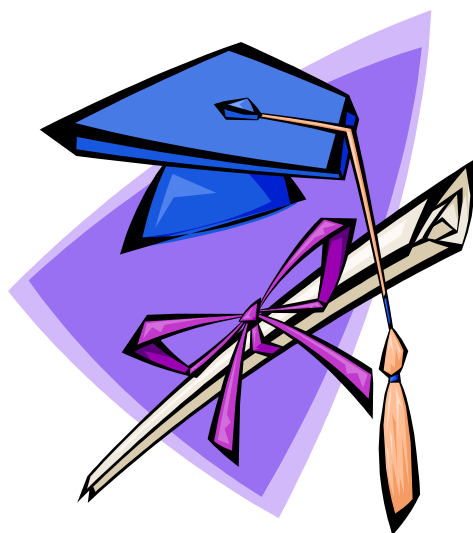


Graduation Project Resource Guide



**Ephrata High
School**



Revised May 2005

EPHRATA HIGH SCHOOL

I. GRADUATION PROJECT OVERVIEW

In accordance with the graduation requirements of the Ephrata High School and the Commonwealth of Pennsylvania, all students will complete a project in one or more areas of concentrated study under the guidance and direction of the high school faculty. This project, with teacher and parent approval, may include a component of community service. The project will be self-selected, include specific standards, and will include some component of presentation to peers.

DEFINITION

A project is defined as an investigation or demonstration that requires students to:

- ✓ Define a problem or project
- ✓ Pose questions
- ✓ Locate and use information or human resources
- ✓ Test strategies and apply information
- ✓ Produce an end product
- ✓ Present the product and conclusions
- ✓ Evaluate the process and product

PURPOSE

The purpose and focus of completing a graduation project is to show that a student can apply, analyze, synthesize and evaluate information and/or skills to produce an end product and communicate significant knowledge and understanding to others. The project must involve a minimum of 20 hours of work and must have academically challenging expectations for the student, aligned with the individual student's ability. Individual projects are encouraged. On occasion, small group projects may be approved if the project cannot be completed with one individual and if individual participation can be demonstrated. The student is encouraged to select courses in which he/she can complete the project requirement and present that project in class.

TYPES OF PROJECTS

Analysis

Do in-depth research on an issue, conduct a survey or experiment, prepare a formal written report with documented references, and present your analysis. Examples include a science fair project or research on a local issue of community concern.

Exhibition

Demonstrate your ability to think creatively and produce some original piece of work. Present this for public appreciation. Examples include a dance performance, a reading of original poetry, an art exhibit or a show of fashion designs. Editors of collective works such as the school newspaper and yearbook may use these as a graduation project if they can illustrate their creative layouts or designs.

Service

Learn/design and implement a project which provides a valuable free service to the community. (Service must involve at least six other people.) Demonstrate and evaluate the effectiveness of the service. Examples include providing services as a civil air patrol or an emergency medical technician or providing a new service at a public library or elderly center.

Instruction

Engage in some instructional activity which includes lesson planning, instruction, and evaluation under the supervision of a professional educator. The student can be a teaching assistant or a peer tutor. Examples include instructing an elementary class or presenting, along with other students, in an assembly.

Demonstration

Learn new skills to create, repair, or restore. Demonstrate your use of the appropriate tools or equipment, discuss or illustrate techniques used, and present a finished product. Examples include restoring an old car or designing and building a greenhouse, or completing a supervised agricultural experience program.

PROJECT COMPONENTS

The project requirement may be met in any grade from ninth to twelfth and has the following components.

1. Proposal
2. End product
3. Self-evaluation
4. Oral presentation
5. Teacher evaluation

Proposal

The student will receive project approval by a teacher and complete a typed proposal form before beginning a project. The project advisor will retain a copy of the proposal, and the original will be sent to the student's guidance counselor at the completion of the project. The student may ask a community person to act as a mentor or advisor to their project. For more details on the proposal, see the Graduation Project Proposal Form and the Guidelines for completing the form.

End Product

Each project will result in a final product of some type -- a research paper, experiment, exhibition, performance, instruction, demonstration, or a completed Keystone Degree as earned in the agriculture program. The end product will be described by the student in the proposal and will be shown or demonstrated at the oral presentation. A minimum of 20 hours of research, study, and implementation are necessary for completion of a successful project. The end product will be critiqued or analyzed by the student in the self-evaluation.

Self-evaluation

The student will submit a typed self-evaluation of the project. This includes evaluation of the final product as well as the process or learning involved. The self-evaluation should address the following questions.

- ✓ What did you learn?
- ✓ What skills and abilities were used and/or learned?
- ✓ Did the project meet your stated criteria from the project proposal and how?
- ✓ If the project were to be continued or refined, what could be done?
- ✓ What impact, value, or importance did the project have to you and/or others?

The self-evaluation will be judged on content as well as writing ability. If the written evaluation is unacceptable, it may be revised.

Oral Presentation

The oral presentation should occur in a class in which the classroom teacher acts as the project teacher and evaluator.

In the oral presentation, the student will:

- ✓ Comprehensively present the research or background and process or techniques used in the project.
- ✓ Demonstrate or show the end product, if applicable.
- ✓ Deliver an organized presentation.
- ✓ Demonstrate effective speaking skills.
- ✓ Utilize visual material to enhance the demonstration.

Teacher / Advisor Evaluation

The teacher in whose class the project will be presented will be the project teacher. This teacher will provide guidance to the student in the completion of the proposal form, approve the proposal, and evaluate the total project on a satisfactory or unacceptable basis. Any part of the project can be redone if it is not completed to a satisfactory level, determined by the project's supervisor.

COMPLETION

Students should select a course in which a project can be done and presented sometime between the ninth and twelfth grade. Courses in which graduation projects can be completed are listed in the Educational Planning and Course Selection booklet. Projects can be done outside of a course, but the student must seek a teacher who will act as the project teacher and evaluator and in whose class the project can be presented. The high school principal must approve all group projects.

The final date that all components of the Graduation Project MUST be turned in the project teachers is the second Friday of the month of May for senior students. **If completed projects are not received by this date, the student will be ineligible to participate in the graduation ceremony, the prom, and senior activity day (no refunds.)**

II. ROLES AND RESPONSIBILITIES

Student

The student will:

- ✓ Select an area of interest to be the focus of a project.
- ✓ Meet with the project teacher as needed.
- ✓ Complete the proposal form and obtain the appropriate approvals and signatures by stated deadlines.
- ✓ Investigate and conduct the project, spending at least 20 hours.
- ✓ Prepare a self-evaluation of the project prior to presentation.
- ✓ Submit a copy of the proposal, the self-evaluation, and any other written products or documentation, utilizing word processing skills, to the evaluator
- ✓ Orally present the project to an audience of peers and the evaluator.
- ✓ Optionally, seek and work with a community member.
- ✓ Seek a project teacher and group of peers for presentation purposes, if the project is not completed in conjunction with a course.

Students are encouraged to complete this project before the beginning of their senior year. If the graduation project is not completely finished and submitted to the student's guidance counselor by the second Friday in May, the student will not be permitted to participate in the graduation commencement ceremony.

Project Teacher

The project teacher is the teacher in whose class the project will be presented and is the teacher responsible for the evaluation of the total project, including:

- ✓ Suggest possible resources.
- ✓ Provide continuous consultation with individual students on his/her plan and progress.
- ✓ Explain the specific components of the assignment such as the written proposal, the oral presentation, and the written self-evaluation.
- ✓ Distribute project guidelines and discuss deadlines.
- ✓ Will approve the typed proposal form by
 - Ensuring that the project is within the student's capabilities,
 - Ensuring that projects are appropriate, manageable, and realistic in time and scope, and
 - Assisting with the formation of the evaluation criteria.
- ✓ Sign appropriate forms.
- ✓ Assist the student in arranging presentations.
- ✓ Evaluate the project in its entirety, which includes the typed proposal form, the typed self-evaluation, the final or end product, and the oral presentation.
- ✓ Complete the Graduation Project Evaluation Form. If the project is unacceptable, the teacher must specify in a written format which component(s) need improvement and provide suggestions.
- ✓ Reevaluate any part of a project he/she judged to be unacceptable after the student has revised or redone the work.
- ✓ Consult with the school principal if a group project is being planned or if problems occur.

- ✓ Make copies of the student proposal, student self evaluation, and teacher evaluation for:
 - Teacher file – keep until the student graduates
 - Student
- ✓ Submit the following original paperwork components to the student’s guidance counselor after the student has successfully completed the project:
 - Student proposal with necessary signatures
 - Student typed self evaluation
 - Teacher evaluation form

School Counselor

The student's counselor will:

- ✓ Give project information to each new student during their course selection informational meetings at each grade level until the project is completed.
- ✓ Maintain the original proposal, self-evaluation, and teacher evaluation forms in each student's permanent cumulative file.
- ✓ Communicate with parents as needed.

Mentor

The mentor acts as the subject area specialist and valuable counselor who recommends and suggests courses of action or ideas to be further investigated. For the student who wishes to work on a project outside the scope of the school's curriculum, a mentor outside the school may be sought. The mentor may be a community person, or a relative of the student. It is the responsibility of the student wishing to do a project outside a course to seek a mentor for his or her project and to inform that person of the mentor's role. The mentor may not do the project for the student, nor do they formally approve the proposal or complete the evaluation form. The mentor may only provide guidance and suggestions. The mentor will also

- ✓ Review the graduation proposal form by
 - Ensuring that the project is within the student's capabilities,
 - Ensuring that projects are appropriate, manageable, and realistic in time and scope, and
 - Assisting with the formation of the evaluation criteria.
- ✓ Suggest possible resources.
- ✓ Provide continuous consultation with individual students on his/her plan and progress.

Principal Review

It will be the responsibility of the principal to:

- ✓ Approve group projects
- ✓ Meet as needed to rule on special cases/needs to grant extensions
- ✓ Advise teachers and mentors on questions of standards
- ✓ Revise or refine the graduation project guidelines to add clarity for students and staff.

III. GUIDELINES FOR COMPLETING THE GRADUATION PROJECT PROPOSAL FORM

TO THE STUDENT

- ✓ The Graduation Project Proposal Form must be completed and approved by your parent/guardian, and project teacher before you may begin your project. If you have a community mentor, his/her approval and signature must be added to the form.
- ✓ The Proposal Form may be revised but must be reprinted and re-approved with the appropriate signatures.
- ✓ Always make and keep a copies of all forms submitted to your project teacher / mentor.
- ✓ An electronic copy of all graduation project related documents can be found on the guidance web page: www.easdpa.org/ehs/guidance . * The Proposal form MUST be typed.
- ✓ If a group project is approved, each member in the group must submit a proposal.

COMPLETING THE SECTIONS

Purpose/Objectives

For your project to be a success, you must have a definite purpose or goal - what do you hope to learn, show, or accomplish? Be sure to choose a project which you can complete in the time available, which you can understand or do, and for which resources or materials are readily available. Materials not available at Ephrata High School will be at your expense.

Generally the purpose/objective can be stated in one sentence. Difficulty in stating the objective in one sentence indicates the need for further focusing and narrowing of the planned project. Your project teacher can provide assistance in this area.

Reason for Selection

Write a paragraph or more, if needed, to indicate why you chose this particular project. Describe any background skills or experiences you have that are related to the project. If your project relates to a career goal, include that information.

Description

Describe how you will do the project. List any individuals who will be assisting you and how they will be working with you. This is an activities plan which must include:

- ✓ Parts or phases of the project
- ✓ An estimated timeline or approximate date by which each part will be completed
- ✓ The number of hours spent on each part or phase
- ✓ Types of materials and resources used

Documentation

Describe how you show evidence of the 20 hours of work and your progress. A student journal, written rough drafts of research papers, or preliminary drawings are physical examples of documentation.

Presentation

Describe what the final form of the project will be (i.e., research paper, original poetry, performance, product, etc.) and how you will present it to the teacher and class or group of peers. List any equipment or special setting needed.

Evaluation Criteria

List the criteria by which your project will be evaluated. It is very important that this is clear and understandable to someone who has little knowledge or experience in the subject area of your project. This may be the most difficult part to complete. It is advisable that you work with your teacher or mentor to establish your criteria.

The criteria will be used by the teacher to judge your project. The criteria should be specific, realistic, and achievable. There should be at least three written criteria to determine the success of your project.

Signatures

Type in the names of each of the individuals who need to sign the proposal. Allow enough space (2-3 lines each) for signatures. The individuals should write in the day's date when they sign.

Your teacher will keep a copy of the completed proposal and file the original with the guidance office to be placed in your cumulative file at the culmination of your project.

Although individual projects are encouraged, projects involving two or three students may be acceptable. However, the building principal's approval is needed and must be added to the Proposal Form.

IV. EVALUATION

An evaluation form can only be completed after the teacher thoroughly reviews each written component (the proposal form and student's self-evaluation), the product, and the oral presentation. The project teacher must use the proposal form to evaluate the project, specifically considering the student's objectives and the student's stated evaluation criteria. Each project must show evidence of learning, interpreting, and communicating, aligned with the individual student's abilities.

EPHRATA HIGH SCHOOL GRADUATION PROJECT PROPOSAL FORM

Name:

Proposal Date:

Project Teacher:

Title of Project:

Purpose/Objectives:

Reason for Selection:

Description:

Documentation:

Presentation:

Evaluation Criteria:

SIGNATURES

Administrator approval (for group projects only; delete if not applicable)

Administrator's name:

Administrator's signature:

Date:

Mentor approval (delete if not applicable)

Mentor's name:

Address:

Phone number:

Mentor's signature:

Date:

Parent/Guardian approval

Parent/Guardian's name:

Parent/Guardian's signature:

Date:

Project Teacher approval

Teacher's name:

Course:

Teacher's signature:

Date:

EPHRATA HIGH SCHOOL GRADUATION PROJECT TEACHER EVALUATION FORM

Student's Name:

Title of Project:

Directions to the Project Teacher:

Evaluate the graduation project in its entirety. This includes the proposal, the product, the oral presentation, and the student's self-evaluation. Satisfactory ratings must be achieved in each category below to successfully complete the graduation project requirement.

To assist with the evaluation, please use the following to guide your use of "satisfactory" and "unacceptable."

Satisfactory:

- ✓ Adequate focus
- ✓ Sufficient content
- ✓ Appropriate organization
- ✓ Precision and variety of writing (mechanics and usage) for written pieces
- OR
- ✓ Individualized and/or varied approaches in construction/execution for non-written pieces

Unacceptable:

- ✓ Absent, confused or vague focus
- ✓ Absent, superficial content
- ✓ Absent, inconsistent organization
- ✓ Lack of precision and lack of variety for written pieces
- OR
- ✓ Unimaginative or stereotypical approaches

| | Satisfactory | Unacceptable |
|--|--------------|--------------|
| Evidence of research/ideation/planning | | |
| Evidence of effort and time involved | | |
| Understanding of the subject matter | | |
| Clarity of presentation/craftsmanship/execution | | |
| Meets the student's proposed evaluation criteria | | |
| Evidence of critical thinking | | |

COMMENTS:

Teacher's signature:

Date:

File this completed form, along with the student's typed self evaluation and original proposal form with the student's guidance counselor. A copy should be given to the student.