

## Senior Project (Extended Application) Overview

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As a graduation requirement, students will explore a career that is of interest to them, relevant to their future, and meaningful to their lives. They will choose a community mentor who is an expert on this topic to shadow for a minimum of 10 hours. Afterwards, students will reflect on and present their experiences to a formal panel.

### Timeline

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|----------------------------------|-----------------------------|
| • Interview Questions            | Due by: 11/18/16            |
| • Project Proposal               | Due by: 1/27/17             |
| • Mentor Agreement Form          | Due by: 1/27/17             |
| • Time Log                       | Due by: 4/13/17             |
| • Presentation Sign-up           | Due: 4/13/17                |
| • Reflection Essay AND Portfolio | Due: @ Presentation : _____ |
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All handouts will be available online through the school's website under "Resources". For other questions, please contact your English teacher.

Ms. Kingsbury      541-895-6057

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Ms. Babbs      541-895-6037

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# **Parent Notification & Authorization**

Re: Senior Extended Application Project

Dear Parent/Guardian,

As a part of your student's graduation requirements, the senior Extended Application project is designed to help students explore a career that is of interest to them after graduation. They will choose a community mentor who is an expert on this topic to guide them through the process. Your student may be meeting, calling, emailing, etc., with their community mentor during school and non-school hours. If you have further questions or concerns about the senior project you can view current information online at the CHS website under the, "Resources" link. Or, you can contact your student's English teacher.

If you DO NOT wish for your student to be involved with a community mentor, please sign this form and return it to your student's English teacher, and other arrangements can be made for the student to complete the project.

Opt-out forms should be returned no later than December 9<sup>th</sup>, in order to provide adequate time to develop an alternative project for the student.

I DO NOT want my student completing their EA with the assistance of a community mentor:

X

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Thank you for supporting your student through these final steps!

Laura Kingsbury Martin, English Teacher

Elizabeth Babbs, English Teacher

Andy Bracco, Principal

# How to Find a Community Mentor

## **This person should be:**

1. An expert on your topic
2. Not a family member
3. Over the age of 25
4. Someone you are able to connect with on a regular basis

## **Finding the right one:**

1. Ask your parents
2. Ask an expert
3. Ask your advisors, teachers, counselors
4. Ask your peers
5. Ask a business, organization, or company

## **Calling a potential mentor:**

1. Introduce yourself: "I am a senior from CHS, working on my senior project. The topic is \_\_\_\_\_. I am looking for a community mentor who may be a good fit for this topic. Would you or anyone you know be interested in meeting with me to discuss the details of this project?"
2. Be sure to take good notes while you are on the phone (write down names, numbers, etc.)
3. Say, "thank-you" regardless of the outcome
4. You may need to contact several people to find the right one.

## **Meeting a potential mentor:**

1. Always meet him/her at their organization/business.
2. Dress appropriately, remember you are representing CHS
3. Keep track of your time spent with mentor on your time-log
4. Come prepared to talk about:
  - a. What you are hoping to accomplish with your project (bring your proposal)
  - b. What you want to learn as a result of this project
  - c. How this project is tied to your future or career interests
5. **Go with your instinct:** If you feel based on the initial meeting that this is not a good match for you, or you feel uncomfortable, simply tell them that you do not feel that this partnership will best meet the needs of your project. You can also tell them that you must get approval from your advisor before proceeding, and that you will call them to let them know if the placement has been approved (if you do not feel comfortable, we will not approve it!)
6. If you feel this is a good match for what you need, talk about when you will next get together. This ensures that you have something scheduled and you can start to plan your project. Write down dates!
7. Give your mentor the Information Letter and have them sign and return the Mentor Agreement Form.

## **Mentor Information Letter**

Dear Community Member,

Thank you very much for supporting a Creswell High School student in completing his or her Extended Application project. This is a graduation requirement, and it provides the students an opportunity to bridge the gap between where they are now in school, and what they will be doing in the future. Your dedication and expertise will help to ensure that students complete a meaningful, rigorous, and relevant project that will guide their next steps in career development.

Students are required to complete the following:

1. Complete at least 10 hours with their mentor
2. Present their projects/experience before a formal panel.
3. Write a reflective essay indicating new skills, learning, and insights gained through the course of the project.

We ask as a mentor that your role would:

1. Provide advice, feedback, and learning opportunities to the student.
2. Answer questions from the student designed to help enhance the learning experience
3. Assess your student's collaboration and professionalism.

Please contact your student's teacher identified on the mentor agreement form if you have additional questions or concerns. Thank you very much for your participation, we hope this process is beneficial to both you and the student.

Sincerely,

Laura Kingsbury Martin, English Teacher  
lkingsbury@creswell.k12.or.us 541-895-6057

Elizabeth Babbs, English Teacher  
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Andy Bracco, Principal  
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# Mentor Agreement Form

STUDENTS: MAKE 2 COPIES – one for your mentor, and another to return to your advisor once signatures are complete.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

Company/ Business: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Best Hours: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Best Hours: \_\_\_\_\_

Email: \_\_\_\_\_

## Mentor Role and Responsibilities:

- Guide, teach, and support student through his/her experience
- Review student project proposal
- **Contact student's teacher if any questions/concerns arise**

Mentor Signature: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

## Extended Application/ Senior Project Proposal Template

### Title of Project

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**Name**

**Career of interest**

**Class of**

**Student phone number**

**English teacher**

**Mentor**

**Mentor title, organization**

**Mentor email**

**Mentor availability**

#### **Essential Focus**

After high school I plan to \_\_\_\_\_ because

\_\_\_\_\_.

The field of study that would lead me to this career is \_\_\_\_\_.

A question you have about how you will enter this field. .

#### **Project Proposal**

What are the steps you will take to answer your question about how to enter your field?

Explain the topic or focus of your project.

What skills will be necessary to to accomplish this project?

Explain how your project relates to your career interests.

#### **Goals and Objectives**

What is your goal upon completing this project?

What skills do you hope to learn/gain?

#### **Resources**

How much time do you need to budget in order to be successful?

What resources and support will you need to complete this project?

#### **Evaluation**

By the end of this project, how will you know that you have reached your goal?

#### **Signature**

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## Senior Project Time Log

[illegible]

# Extended Application Presentation Guidelines

- **5-10 minutes in length**

- Include a presentation of the portfolio of your work.
- Invite a guest to your presentation (your mentor, your parent, your coach, another teacher . . . )

- **Support with a Powerpoint or Google Slide presentation:**

- **7- 10 slides**

- Use the slides to enhance your oral presentation (avoid distracting slides with too much writing).
- Include **photographs** if you are able to take pictures at the job site
- Include a **selfie** showing you at your job site and/or with your mentor.

- **Dress Professionally**

- No jeans, flip-flops, sweatpants, pajamas, . . . etc

- **Address the following questions:**

- What was your project title?
- Why did you choose this project?
- What did you accomplish?
- How did you accomplish these things?
- What are some of the specific things you learned while doing this project?
- What was one of the hardest things you encountered during this project?
- What are you most proud of with this project?
- How does this project relate to your personal and career goals?
- What did you learn from your relationship with your mentor?
- What would you do differently if you were to repeat this project?



# Senior Project Reflection

Write a detailed description of what you did for your project and explain its rigor, relevance, and meaning to you. Address the following questions in the form of an essay.

Reflections need to be at least: **2 double-spaced pages, 12 point font, and 1" margins.**

## Summarize what you did:

- Why did you choose your topic?
- What was your original essential question? Did it change? How?
- Who was your community mentor? How did you choose that person?
- What did you actually do? Describe this in detail.
- Did you change your project? Why? What happened?
- What were your challenges?
- What standards did you set for yourself? How did you know if you were successful?
- Show evidence of new learning:
- What did you learn from your mentor interview?

## What knowledge were you able to bring to this experience?

- What did you do or experience that you have never done or experienced before?
- What skills, knowledge, and habits did you gain?
- What did you learn from your product and presentation?
- Who did you meet or encounter that you would not have met if you had not done this EA?
- How will you use your new skills, knowledge, and habits in career or personal pursuits in the future?

## Evaluate your experience:

- Of what are you particularly proud as a result of this project?
- Did you experience any personal growth?
- What new learning is relevant and useful to you?
- How would you do this project differently if you were starting all over today?