

**Potlatch High School**

**Class of**

**2024**  
2024

**Senior Project Manual**

# *Table of Contents*

<b>Senior Project Philosophy.....</b>	<b>3</b>
<b>Requirements .....</b>	<b>3</b>
<b>Proposal Form .....</b>	<b>5</b>
<b>Mentor Agreement Form.....</b>	<b>6</b>
<b>Research Paper Outline .....</b>	<b>7</b>
<b>Plagiarism Form .....</b>	<b>8</b>
<b>Mentor Hours Log.....</b>	<b>9</b>
<b>Product &amp; Presentation Hours Log .....</b>	<b>10</b>
<b>Paper Hours Log.....</b>	<b>11</b>
<b>Project Budget Form.....</b>	<b>12</b>
<b>Component Grading Form .....</b>	<b>13</b>
<b>Example of MLA Paper Page.....</b>	<b>14</b>
<b>Example of Works Cited Page .....</b>	<b>15</b>
<b>Research Paper Evaluation Form.....</b>	<b>16</b>
<b>Portfolio Evaluation Form Page .....</b>	<b>17</b>
<b>Presentation Evaluation Form .....</b>	<b>18-19</b>
<b>Mentor Feedback Form .....</b>	<b>20</b>
<b>Meeting Notes.....</b>	<b>21</b>
<b>Due Dates.....</b>	<b>22</b>

## Senior Project Philosophy

The Senior Project is designed to allow students in the Potlatch School District to demonstrate their knowledge, and many of the post-secondary success skills which they have acquired during their high school experience. This culminating high school learning experience will give students the opportunity to showcase the 21<sup>st</sup> Century Skills needed to excel in post-secondary education and the workplace. Students will utilize a range of intellectual, social, and life skills as they complete and present the findings associated with their Senior Project.

The overall goal of the Senior Project is to assure each student creates a high-quality project that combines real-world experiences with focused research, resulting in a research paper and oral presentation that applies rigor, relevancy, and relationship attributes that were the focus of high school.

## Requirements

The State of Idaho and the Potlatch School District have identified the following components as the Senior Project as minimum requirements:

### 1. PROPOSAL

The purpose of the project proposal is to encourage the student to give appropriate consideration to the area on which he/she will base the Senior Project. This is also an opportunity to consider all necessary components to completing the project, particularly the product. The Proposal is presented by the student to the senior project committee. The student will be required to bring a completed Proposal form (see the “Forms” section in this manual), which must include a signature from a parent/guardian.

### 2. RESEARCH PAPER

The research paper is designed to help a student demonstrate his/her ability to intelligently and coherently discuss a specific topic, based upon research and creating and following a designed train of thought to support the student’s basic premise. It must be 5–7 pages in length, and follow the MLA format. This will be started in Junior English.

### 3. PRODUCT

The product is that tangible item, event, or activity that puts life into the student’s senior project. The project can be a hobby, career or community service; something the student wants to know more about.

*Some examples:*

- A physical product: painting, scientific model, fashion outfit, computer program, rebuilt engine, cabinet
- A written product: short story, book of poetry, novelette, newspaper articles
- A performance: dance or singing recital, theatrical production, video creation, produce a fashion show,
- A teaching or leadership experience: teach junior high health classes about teen alcoholism, coach a little league team
- A physical experience: learn to scuba dive, run a marathon, start a fitness program,

- A career-related project: investigate a career by working in the field with someone who's currently employed in the area and produce a document related to that field (brochure, guide, pamphlet)
- A technology project: develop a home page on the World Wide Web, create a video game, build a robot, draw blue print

#### 4. **PORTFOLIO**

The portfolio component of the senior project is designed to be a collection of documents and other artifacts memorializing the student's journey throughout the project. The cover will have the following information: The topics you will be researching for your paper → Your project → A graphic that represents one or the other. → Your Picture → Your name → Senior Project Commitment → Must be printed in color

#### 5. **PRESENTATION**

The presentation is the final piece of the senior project, and will be 10 to 20 minutes in length, including the use of PowerPoint or some other visual aid. The student will make his/her presentation to the panel.

#### 6. **HOURS**

20 hours (minimum) with mentor who is actively working in the project area. The mentor can not be an immediate family member or a close friend to the family with all mentor suggestions subject to approval.

10 hours (max) on paper.

20 hours (minimum) product & presentation (5 hrs. max)

# Potlatch High School Senior Project

## Proposal Form

(Please Complete in Pen)

STUDENT'S NAME \_\_\_\_\_ PROPOSAL DATE \_\_\_\_\_

GENERAL TOPIC: \_\_\_\_\_

PAPER TOPIC:

PRODUCT DESCRIPTION:

MENTOR OR POSSIBLE MENTORS:

BUDGET (estimate):

OTHER INFORMATION (use additional paper as necessary):

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Signature

\_\_\_\_\_  
Date

Due April 6, 2023

# Potlatch High School Senior Project

## Mentor Agreement Form

As the mentor of \_\_\_\_\_, I understand that my responsibilities as the mentor include, but are not necessarily limited to:

- Allowing the student to job shadow teaching them the trade and answering questions. For approximately 20 hours. The student may or may not have an additional mentor that may or may not do the following:
- Sharing my professional expertise as needed with the student as he/she requires in the creating, construction, and completion of the product component of the senior project.
- Reviewing and advising the student on his/her project budget as applicable.
- Guiding the student through the process of creating a final product for the project.
- Signing off on completed hours working on project with mentor that the student has recorded in the Hours Log. (Minimum of 20 hours)
- Being present and participating as a panel member at the student's presentation, which will take place at the end of December 2023, depending on when the semester ends.
- Completing a feedback form on the student's performance on his/her project.
- The goal for my product is \_\_\_\_\_.

MENTOR'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE(s) \_\_\_\_\_

EMAIL \_\_\_\_\_

MENTOR'S SIGNATURE \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Any questions contact any of the following at the school 208-875-1231 or email: Ronda Osterberg-ronda.osterberg@psd285.org, Linda McCarver-linda.mccarver@psd285.org,

# Forms: Outline

Due: Day of Proposal

The following pages contain sample forms, letters, and other types of information that the student will use in completing the various components of the Senior Project.

Approved: \_\_\_\_\_

## RESEARCH PAPER: OUTLINE

MAIN IDEA #1:

A.

B.

C.

MAIN IDEA #2:

A.

B.

C.

MAIN IDEA #3:

A.

B.

C.

# Potlatch Jr.-Sr. High School

## Senior Project Plagiarism Form

**Plagiarism** – Copying material without acknowledgment or claiming others’ ideas as your own--is a serious breach of ethics and academic rules.

Students who plagiarize in the Senior Project will face the following sanctions:

- Immediate ineligibility for all extracurricular activities until the final project is completed.
- Student must start a new project from the project proposal stage.

**Plagiarism includes the following:**

- A. Submitting another author’s published or unpublished work, in whole, in part, or in paraphrase, as one’s own work, without fully and properly crediting the other author with footnotes, citations or other bibliographical reference.
- B. Submitting as one’s own original work any material, including data, tables, graphs, charts, or other visual material obtained from any source, without acknowledgement and citation of the source.
- C. Submitting as one’s own original work material produced through unacknowledged collaboration with others.

Definition derived from <http://law.slu.edu/policies/plagiarism.html> - May 16, 2008

I understand the above definition and certify that this paper does not contain plagiarized information.

\_\_\_\_\_  
Student Signature /

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# Potlatch High School Senior Project

*Mentor Hours Log 20 minimum*

DATE	TASK	START	FINISH	HOURS TOTAL	MENTOR INITIALS

# Potlatch High School Senior Project

*Product & Presentation Hours Log 20 hours minimum*

				<b>HOURS</b>	
<b>DATE</b>	<b>TASK</b>	<b>START</b>	<b>FINISH</b>	<b>TOTAL</b>	<b>INITIALS</b>

# Potlatch High School Senior Project

*Paper 10 hours maximum*

DATE	TASK	START	FINISH	HOURS TOTAL	INITIALS

# Potlatch High School Senior Project

## Project Budget Form

ITEM	REASON / USE	COST
<b>TOTAL COST</b>		

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

# Potlatch High School Senior Project

## Component Grading Form

<b>COMPONENT</b>	<b>DATE PASS</b>	<b>EVALUATOR'S Signature</b>
Proposal		
Mentor Agreement		
Paper Outline		
Research Paper		
Plagiarism Form		
50 Hours (see Portfolio Eval)		
Portfolio		
Product/Job Shadow paper		
Presentation		
Mentor Thank You		
Reflection Paper		
Overall Senior Project Passed		

# Example of MLA Paper

(Header: Sender's Last Name & Page #) Smith 1

Julie Smith (*Sender's Name*)

(DS)

Roger Meyer (*Recipient's Name*)

(DS)

Marketing Department (*Name of Recipient's Department or Job Title*)

(DS)

8 October 20\_\_ (*use current date in military style (as shown)*)

(DS)

**Report**  
(MLA Style)  
Top Margin: 1"  
Side Margins: 1"  
Spacing of Body: DS

Report Format  
(DS)

*NOTE:* The title is typed in Title Case (not all caps) and is not bold.

Whether written for personal or business use, a report should present a message that is well organized, stated simply, and clear in meaning. A report that does not meet these criteria reflects a lack of planning and preparation.

## Planning a Report

Three steps should be taken in planning a report. Selecting the topic is not merely the first step, but also the most important one. It is vital that you choose a topic in which you have sufficient interest to do the necessary related reading and research (LePoole 197).

## Preparing the Report

The following three steps should be utilized in preparing the report:

1. Look for data and authoritative statements.
2. Prepare a rough draft of the report, organizing the data into a series of related paragraphs. A sentence that follows enumerated items within the same paragraph should begin at the left margin.
3. Read the rough draft carefully.

Whether the report is typed or printed, it should be neat and arranged in proper format. A neat report presented in an orderly style makes an immediate positive impression on the reader.

**Report—First Page and Subsequent Pages**  
(*Right margin header—Sender's Last Name and Page #*) Smith 2

# Example of Works Cited

**Works Cited**  
Top Margin: 1"  
Side Margins: 1"  
Spacing of Body: DS  
(Right margin header—Sender's Last Name & Page #) Smith 13

## Works Cited (DS)

Cain, Kevin. "The Negative Effects of Facebook on Communication." *Social Media Today RSS*

N.p., 29 June 2012. Web. 02 Jan. 2013.

Gaitskill, Mary. Interview with Charles Bock. *Mississippi Review* 27.3 (1999): 129-50. Print.

Golding, William. *Lord of the Flies*. New York: Penguin, 2006. Print.

---. *Lord of the Flies*. New York: Penguin, 2008. Print.

Gross, Daniel. "The Recession is Over! Now What We Need is a New Kind of Recovery."

*Newsweek*. 2 Aug. 2009: 32-37. Print.

Kunka, Andrew. "Re: Modernist Literature." Message to the author. 15 Nov. 2000. E-mail.

Musgrave, Gerald L. "Taxing Ourselves: A Citizen's Guide to the Debate over Taxes, 4<sup>th</sup> ed."

*Business Economics* 43.2 (April 2008): 78(2). Print.

Page, Susan. "Health Care Fight Tricky to Wage." *USA Today*. 10 Aug. 2009: A.1. Print.

Rowley, Hazel. *Franklin and Eleanor: An Extraordinary Marriage*. New York: Farrar, 2010.

Kindle file.

Stein, Bob. "Computers and Writing Conference Presentation." Purdue University. Union Club

Hotel, West Lafayette, IN. 23 May 2003. Keynote Address.

"The Great Gatsby." *Novels for Students*. Vol. 2. Detroit: Gale, 1997. 64-86. Print.

"2009 Commencement." *YouTube*. YouTube, 27 May 2009. Web. 23 July 2009.

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**Notes:**

- The marking "----" is used to indicate a repeat in authors.
- List alphabetically by author. If no specific author referenced, alphabetize by first letter of first word of work cited.
- Use ½" hanging indent.

**WORKS CITED—Second and Subsequent Page Header**  
(Right margin header—Sender's Last Name & Page #) Smith 2

# Potlatch High School Senior Project

## Research Paper Evaluation

NAME \_\_\_\_\_

COMPONENT		YES	NO
1. Correct MLA formatting present <u>Header</u> <input type="checkbox"/> Times New Roman <input type="checkbox"/> 12 pt font <input type="checkbox"/> Space between name and page number <input type="checkbox"/> Pagination (page numbers correct) <u>Heading</u> <input type="checkbox"/> Author's name <input type="checkbox"/> Teacher/Advisor's name <input type="checkbox"/> Class <input type="checkbox"/> Date in military format: <b>11 September 2020</b>	<u>Paper format</u> <input type="checkbox"/> Times New Roman <input type="checkbox"/> 12 pt font <input type="checkbox"/> Double Spaced (everything is evenly spaced) <input type="checkbox"/> Paragraphs indented <input type="checkbox"/> Title Centered <input type="checkbox"/> Title in Title Cap <input type="checkbox"/> 1" margins		
2. Proofing <input type="checkbox"/> Grammar (no missing words or awkward sentences) <input type="checkbox"/> Spelling (no misspelled words)			
3. Minimum length (5 full pages)			
4. Proper Works Cited Page <input type="checkbox"/> On new page <input type="checkbox"/> Title centered and in title caps <input type="checkbox"/> In alphabetical order <input type="checkbox"/> Double spaced (Equally Spaced) <input type="checkbox"/> Times New Roman 12 pt font <input type="checkbox"/> Hanging indent (second line of a citation is indented) <input type="checkbox"/> All citations listed			
5. Minimum number of sources (5)			
6. Minimum number of citations (7)			
7. Proper Citation Format used: <b>(last name)</b> .			
8. Minimum of one (1) interview cited in text			
9. 3 <sup>rd</sup> -person writing; no "I," "You," "We"			
10. Clear introduction			
11. Clear Thesis			
12. Paper supports thesis with direct evidence			
13. Effective transitions between main ideas			
14. Effective conclusion			
15. Research on specific topic <input type="checkbox"/> Clear definitions <input type="checkbox"/> Acronyms defined <input type="checkbox"/> No personal opinion/comments			
Optional:			
Includes graphs, diagrams, or visual aids where appropriate and cited when needed. Limits: no more than 3 items, no larger than 2"-3" in size, must use word wrap			

GRADE:                      PASS \_\_\_\_\_                      REVISE \_\_\_\_\_

English Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Potlatch High School Senior Project

## Portfolio Evaluation Form

NAME \_\_\_\_\_

COMPONENT	YES	NO
1. Portfolio binder is in good condition and professional in appearance		
2. There is a Table of Content		
3. Section dividers are used		
4. Component Grading Form is inside front cover		
There are 6 REQUIRED SECTIONS in the Portfolio:		
5. Forms		
6. Research Paper Outline		
7. Research Paper		
8. Product		
9. Presentation		
10. Reflection Paper		
The FORMS section must include the following:		
11. Proposal form		
12. Copy of the Mentor Letter		
13. Signed Mentor Agreement form		
14. Hours log— <b>Students CANNOT sign for any time they worked</b> <input type="checkbox"/> Paper=Maximum 10 hours <input type="checkbox"/> Mentor=Minimum 20 hours <input type="checkbox"/> Product & Presentation=Minimum 20 hours		
15. Project Budget form= marked with NA if there was no money spent		
16. A signed Plagiarism Form		
The RESEARCH PAPER OUTLINE section must include the:		
17. Research Paper Outline		
The RESEARCH PAPER section must include the following:		
18. Final research paper		
19. Rough drafts of research paper		
20. A signed Plagiarism Form (copy given to advisor with paper)		
The PRODUCT section must include the following:		
21. A copy (or images) of your product		
The PRESENTATION section must include the following:		
22. A printed copy of your presentation slides		

**PASS** \_\_\_\_\_ (all of the 22 components are present)

**REVISE** \_\_\_\_\_ (not all components are present)

**Evaluator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Potlatch High School Senior Project

## Presentation Evaluation Form

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

Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Evaluation Components-please mark each box	Superior	Excellent	Good	Below Average	Unacceptable
<b>Content</b>					
<ul style="list-style-type: none"> <li>• Demonstrates a relationship between research and the project</li> <li>• Demonstrates knowledge of the topic</li> <li>• Shows strong understanding and insight of his/her project by confidently and accurately responding to panel comments</li> </ul>					
<b>Organization of Presentation</b>					
<ul style="list-style-type: none"> <li>• Introduces and concludes the talk in an appropriate manner</li> <li>• Has prepared the presentation carefully</li> <li>• Shows originality and creativity</li> <li>• Uses appropriate audiovisual equipment, etc.</li> </ul>					
<b>Communication Skills</b>					
<ul style="list-style-type: none"> <li>• Speaks clearly (pitch, rate, volume, enunciation, pronunciation)</li> <li>• Uses correct grammar</li> <li>• Uses appropriate diction</li> <li>• Uses proper body language (posture, eye contact, gestures)</li> </ul>					
<b>Project Description/Explanation</b>					
<ul style="list-style-type: none"> <li>• Demonstrates a knowledge from the research-based paper</li> <li>• Includes a clear statement of the project purpose and provides specific supporting details and evidence</li> <li>• Includes evidence that the student has evaluated his/her own skills and work on the project</li> </ul>					
<b>Time Management &amp; Attire</b>					
<ul style="list-style-type: none"> <li>• Stays within the 10–20 minute time limit for presentation</li> </ul>					
<ul style="list-style-type: none"> <li>• Dressed in professional manner</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Pass _____                      Revise _____					
<b>Evaluator's Name:</b> _____					

# Potlatch High School Senior Project

## *Presentation Evaluation Comments*

# Potlatch High School Senior Project

## *Mentor Feedback Form*

1. In your opinion, was the student responsible and committed throughout the completion of the project?

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2. How engaged was the student in the learning process?

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3. Would you be willing to work with another student on a project?

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4. What improvements would you suggest for Potlatch High School Senior Projects?

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# Potlatch High School Senior Project

## Meeting Notes with a Committee Member

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# Potlatch High School Senior Project

## *Proposed Due Dates*

Proposal Meeting for Approval	March 22, 2023
2 <sup>nd</sup> Proposal Approval signature after parent signature	April 6, 2023
Secure a Mentor	April 14, 2023
Research Paper Outline Approved	Day of proposal presentation
Research Paper passed	As per English instructor
Mentor hours complete	When return to school
Product completed	October 5, 2023
Completed Portfolio	December 1, 2023
Presentation Dates	December 14, 15, 18, 2023 (tentative) depends on school calendar
Reflection Paper & Thank you due	January 2024

Note: All dates will be strictly enforced. If students do not meet the final deadline for the paper, completed portfolio, or presentation date assigned per student they will then follow the same procedures as for extracurricular activities for grade check eligibility. This includes removing any early release or work release from the student's schedule.