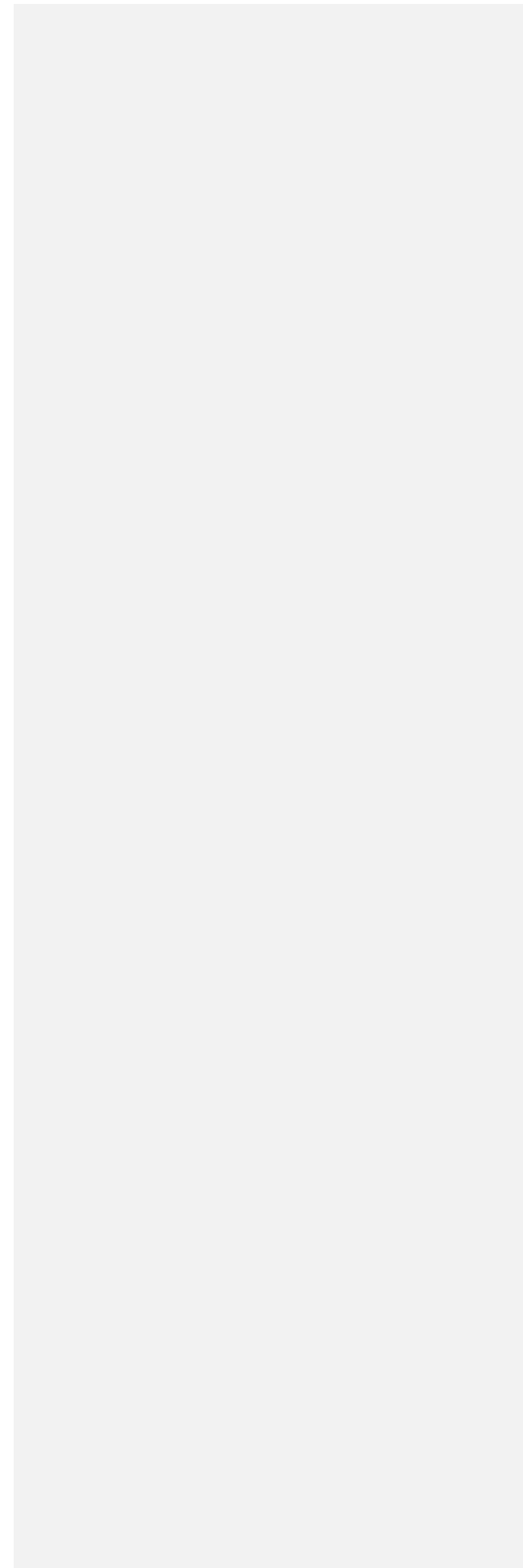# Senior Project

FKHS 2021-2022

SENIOR PROJECT 2021-2022

Purpose

The senior project is an accumulation of thirteen years of education. It will include an interview, a senior portfolio, and an informative paper in which the student demonstrates their expertise in his or her own career pathway. It is required of all students for graduation. Furthermore, it assesses both the district's exit outcomes and the school's improvement efforts.

The objective is to integrate a student's learning by:

- Relating their career pathway to their education and a future career
- Researching the steps necessary to achieve their desired career beyond high school
- Improving personal communication skills through practiced interviews
- Improving written and oral communications
- Increasing the ability to recognize potential problems and solve them
- Increasing the ability to reason and react intelligently to questions
- Creating necessary documents that will assist students in their future endeavors, be that in college or the workforce.

Interview

The portfolio and information about the project will be shared in an in-person or online interview. The panel of interviewers will include the three staff members from a pool of available judges. The following are questions that might be asked in the interview:

- How did you choose this career?
- How did your education prepare you for your chosen career path?
- What significance does it have to you and the community?
- How did you prepare to execute your senior project
  - What was your plan?
  - How did you carry it out?
- What have you learned from finishing this project?
- How does the successful completion of this project prepare you for life after high school?
- What will you do differently the next time you have a project due?

Senior Portfolio in Google Sites

Senior portfolios can be used when applying for jobs and/or admittance to college. Each senior is responsible for the presentation, layout, and organization of their individual portfolio. The Senior Portfolio must include the following documentation:

- A Student **Resume**: This is a document of your relevant experience and current education level. This list should include both high school and community activities and honors.
- **Cover Letter:** One letter that can be used to apply for a job or college scholarship

- **Application:** Can be for a job, college, and/or and scholarships. A college acceptance letter can also be used.
- **Two Character Reference Letters:** (obtained by student). Only one letter can be from a USD #445 employee. The other needs to be obtained from outside the school district and cannot be from a family member. See the attached letter that may be used as an example.
- **Transcript**: The student obtains this with a release form signed by his/her parents for panel viewing.
- **Matchmaker results** from Xello.
- **Community Scholarship Letter**:
    1) Introduce yourself. This may include family background, schooling, hobbies, goals, individual talents, handicaps, intense learning activities, reflections on your high school years, or views on any subject that will give the judges useful information about yourself.
    2) Describe your goals.
    3) The relationship between your educational goals and finances.
    4) How will scholarships help you achieve your goals.
    5) Thank the community members for providing the opportunity to apply
- **Research Paper**: This is a formally written, informative paper over a career related to your IPS (individualized plan of study) or any career you are interested in pursuing after high school. The paper must be at least two pages, and include the following components: a title page, an abstract, the essay and a resource page. The formatting of the paper must follow the most current APA formatting.
- **Google Site**: You will develop your own Google Site to house all the components of the senior project. Your site will be shared with the senior advisory teachers for grading.

Senior Project Timeline

Parent/Guardian Consent _____September 10, 2021
Schedule Interview   _____September 17, 2021
Document and site check with advisor _____Weekly
Deadline for presentations _____October 29, 2020
(Presentations after this date are considered late and will not be able to earn an A)

Seniors who do not complete the "Senior Project" satisfactorily, Will not be in "good standing" and WILL NOT GRADUATE! Additionally, students who are not in good standing may be excluded from attending or participating in any or all school-sponsored activities.

Parent/Guardian Consent

I am aware that my child _____, who is a senior at Field Kindley High School for the 2021-2022 school year, will be involved in three phases of a senior project (an informative paper, a Google Site portfolio, and an interview) as a **graduation requirement**

If my student does not complete the senior project by the due date:
- I understand that failure to complete the Senior Project by January 28th, 2022 will result in the student being "not in good standing".
- Students who are "not in good standing" will not be allowed to participate in Jr./Sr. Prom and other school activities.
- If the student fails to complete the Senior Project by April 29, 2022, there is the possibility the student will not appear in the graduation program or have a yard sign.
- A student will not walk in the graduation ceremony if they are missing more than .5 credits by the date of graduation.

Parent/Guardian Signature: _____

Student's Signature: _____Date_____

Aug 19, 2021

Dear Friends of Field Kindley High School,

All Field Kindley High School seniors are required to complete a Senior Project with an interview committee this fall. This process helps students use the skills they have gathered over their thirteen years of education and is designed to help students research a career and compile documents that will help them in the workforce or in future education goals. It also provides students valuable interview experience. Through this process, graduates of Field Kindley High School will demonstrate the skills necessary to move successfully from high school to the workplace or a continuing education.

The Senior Project requires that each student obtain two letters of reference. One of these letters may be from a school staff member (teacher, school counselor or administrator) and one must be from community members not associated with USD #445. Students are responsible for the collection and delivery of these letters to their senior portfolio.

Would you be willing to write a reference letter to include in a senior portfolio? The letter should include what you consider important and contain a description of academic or personal characteristics. We are particularly interested in the candidate's intellectual promise, motivation, relative maturity and integrity, level of responsibility, originality, initiative, leadership potential, special talents, enthusiasm and capacity for growth. We welcome information that will help us differentiate a student from others.

Thank you,

Field Kindley High School Staff

Topic:	done	Date Completed
Consent & Transcript		
Paper		
Interview Scheduled		
Reference Letters (2)		
Transcript		
Community Scholarship Letter		
Cover Letter		
Resume		
Xello – Matchmaker Results		
Application		
Final Site Published		

Published Site Link:

Interview Date:
Additional Notes:
Interview Style (In-person or Google Meets)
Reference Letters: *(Only 1 from a USD 445 Employee)* 1. 2.

Completeness – Must Include:

_____ Student's Resume	_____ Community Scholarship
_____ 1 Cover Letter	_____ Published Link
_____ 2 Reference Letters	_____ Matchmaker results
_____ 1 Job/ College Application	_____ Transcript
_____ Research Paper	_____ Google Site

Interview Rubric	Excellent (10-9) points	Meets Expectations (8-5 points)	Needs Improvement (4 or fewer points)	Total Points (60)
Appearance	Student is appropriately dressed for an interview and makes all attempts to present themselves in a professional manner through their attire and hygiene.	Student is wearing clean attire and hygiene is good.	Student does not appear ready for an interview. Clothes and/or general appearance is disheveled.	
Greeting	Student introduces himself or herself and greets interviewers in a polite and friendly manner. Shakes hands when appropriate.	Student greets interviewers but appears to lack confidence or greeting etiquette.	Student seems uninterested to be present. Does not make eye contact or does not greet interviewers.	
Posture/ Eye Contact	Looks directly at interviewers when answering questions. Makes sure to make eye contact with all of the judges. Exhibits confidence by sitting up straight and not fidgeting.	Seems nervous but makes attempts to look at judges. Attempts to be confident.	Student makes little to no eye contact. Slouches in chair or moves around excessively.	
Politeness/ General Attitude	Genuinely seems pleased to be there and enthusiastic.	Student is polite and friendly.	Student is not polite or displays a lack of enthusiasm about being there.	
Responses to Questions	Well-constructed, confident responses with examples. Is able to relate their skills and experience to their future career.	Student answers questions. They can come up with examples but at times may struggle relating their answers to a personal experience.	Student does not provide well-developed answers. They may answer with simple yes or no responses. Provides very little or no examples.	

Knowledge Of Career Field	Demonstrates full and complete understanding of the career they investigated.	Shows a solid understanding of the career they investigated. They may be lacking in some areas.	Does not demonstrate a good understanding of the career they investigated.	

Portfolio Rubric	Exceeds Expectations	Meets Expectation	Needs Improvement	Total Points 60
Organization	Papers are organized beyond what is required. Student uses additional organization, such as site navigation, to enhance the presentation of their portfolio.	Portfolio is organized as requested in the assignment.	Portfolio documents are out of order or do not follow table of contents.	
Completeness	Student has all required documentation and each is complete.	Student has all required documents and they are mostly complete.	Student is missing documents and/or documents are not complete.	
Formatting	The formatting of the portfolio is consistent throughout. Documents are easy to read and professional in appearance.	Portfolio formatting for the most part matches throughout. Student uses easy to read fonts and colors.	Student makes no attempt to have congruent formatting throughout their portfolio. Can be hard to read due to fonts or colors chosen by the student.	
Research Paper	The paper has all required components (title page, abstract, resource page, in-text citations) and meets the length requirement.	The paper has all the required components (title page, abstract, resource page, in-text citations). They may have a few errors but still meet the length requirement.	The paper does not have all the required components, has multiple errors, or does not meet the length requirement.	
Correctness of Documents	Each document in the portfolio is present and is completed correctly with little to no grammatical errors.	Each document in the portfolio is present and completed correctly, but with some grammatical errors.	Documents are not completed correctly and/or have multiple grammatical errors.	