

**Rochester Area High School
2025 - 2026 Senior Project**

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Senior Project Coordinators

Important Dates

- Senior Project Proposal, Parent Permission, and Mentor Forms Due – **Friday, September 19th, 2025**

- Senior meetings with Mentors must be independently scheduled and documented:

- **At least 5 meetings documented

- **Email communication is acceptable with mentor's signature

- **One meeting must be to review slides and practice presentations.

- Senior Project Portfolio Submission first draft Due- **Friday, February 13th, 2026**

- *At least half of the hours are recommended to be completed by this time, along with the CPR Certification, Resume, and Public Speaking opportunity. NOTE: If completed with your 30 hours prior to this date, then you are EXPECTED to have a draft of your reflection paper in your binder.**

- Senior Project Oral Presentation and Submission of Portfolio Due- **Friday April 17th, 2026**

Rochester Area School District Graduation Project Credit

As per the Rochester Area High School Handbook:

“All students will be required to complete a graduation project with a passing grade to graduate from Rochester Area High School....The students must follow the guidelines set forth by the coordinating teachers and administration in order to meet all the requirements for completing the project.....Senior students cannot walk if they have not met all requirements for graduation...including the successful completion of a Senior Project.”

The different categories (binder, presentation, hours) of the Senior Project must receive a Pass grade. The student must fix errors according to the rubrics provided so that the project meets the requirements. If the student does not **meet all requirements and complete any section of the project by the due date, then he or she will not walk at graduation.**

Specific Requirements for Written Documents

Thank you Notes:

*Write at least two thank you notes (copies are placed in binder) to anyone involved in helping you with your project (mentor, person in charge at the volunteer site, person you interviewed, etc.)

Up-to-Date Resume: Follow templates and guidelines found on Google Classroom, Canva or other applications that offer a resume template

Post Secondary Planning: Students should include a one page explanation of why they selected the college/trade school, workforce, or military for their future.

Final Reflection/Process Analysis Paper:

- 3 pages in length
- The paper must discuss the following: everything you did from beginning of project to end, why you chose the project, what you learned, and results/conclusions from your experience. Community service hours will also focus on who benefitted from student work and what students would do differently. Job shadowing/research hours will also focus on student interest in their job shadowing field, including why they would or wouldn't pursue that particular field. Students may also include how they can apply skills and information learned to their future plans.

Senior Project Portfolio:

- **All materials should be placed into a portfolio (binder with sheet protectors) following the order of documents on the Final Portfolio Checklist**
- If mistakes are found after submission, students must fix errors and return to the coordinator for a passing grade.
 - *First check: Friday, February 13th, 2026. Students will turn in their binders to the senior project coordinators for the first check. Students with multiple errors or incomplete/missing work will receive correction notes and a letter may be sent home to parents, advising them of student progress. Students should work with their mentors to correct errors and complete all sections.
 - *Binder Due Date/Second check: Friday, April 17th, 2026. Binders will be collected at presentations and the senior project coordinators will complete the second binder check. A passing senior binder includes the following:
 - ✓ All parts of the senior project completed
 - ✓ Binder completed with **3** or fewer written errors
 - ✓ A passing score on senior presentation
 - *Third check: Wednesday, May 6th, 2026. If a student needs to make corrections to their binder, they have about two weeks to make any corrections and return the binder to a senior project coordinator.
 - **Fourth check: If students do not pass their senior project after the third

check, students must meet with Mr. Damon to discuss new requirements. Seniors who do NOT complete their senior project will NOT be permitted to participate in school or extracurricular activities (prom, sports, attendance rewards, etc)

- Students may personalize their binder to put an individualized touch on this project
- Written portions should follow MLA guidelines as evidenced on the Written Documents Rubric

Presentation Visual Aid:

- No minimum amount of photos or slides required if using Google Slides/Keynote/PowerPoint/Canva/or another acceptable slide program app.
- Confidentiality is a must - the supervisor at the site must be notified of any photographs taken there.
- Be sure any words or phrases do not have grammar or spelling errors.
- Visual aid must provide photographic evidence that the student completed the hours required for the project. Display people, duties, locations, preparation, etc. that were a part of the senior project experience.

Presentation Preparation Guideline: Use this outline to guide you in preparing for your presentation slides. This outline can help you to write your reflection paper also.

1. Introduction

- **Introduce yourself (hobbies, work, interests):**

2. Body (chronologically talk about your project using visual aid)

- First steps (mentor, choosing project focus, experience in first few weeks):**
 - **What you did and why:**
- Middle Steps (funny/meaningful/interesting story from your experience, problems you encountered, how mentor was helpful):**
 - **What you did and why:**
- End Steps (what you learned from experience, job shadowing and volunteering, final preparations):**
 - **What you did and why:**

3. Conclusion:

- Why the project was rewarding:**
- If you could do the project again, what would you do differently:**
- How the project helped you decide what you want to do after graduation. What is your plan?**
- Close with impact statement**

*****Do not close the presentation with “I’m done.” OR “That’s the end.” After your impact statement, say, “Thank you for your time. I’ll be glad to answer any questions.”**

Mentor Form and Meeting Log

Students are required to meet with their mentors to discuss the project.

*Students must have a minimum of five (5) meetings documented. **(One meeting should be to review the reflection paper and another should be to review the slides, practice the presentation, and get checklist signed)**

*During these meetings, mentors will provide guidance, assistance, and advice and track student progress; he/she will sign-off on all documents that require a signature, as well as view the final Project Portfolio ensuring that it is successfully completed.

I am the mentor for: _____

(Mentor Signature)

Date	Method of contact	Senior Project topic/area discussed	Mentor Initials
		Mentor Reviewed Reflection Paper	
		Mentor Reviewed Slides & Practiced Presentation Checklist gets mentor's signatures	

Senior Project Proposal Form

Student Name:

Mentor Name:

Job Shadowing/Job Research Proposal:

Community Service/Service Project Proposal:

➤

Student Signature

➤

Mentor Signature

➤

Senior Project Coordinator Signature

Senior Project Parent Permission Form

Name of Student: _____

Name of Parent/Guardian: _____

Phone Number & Email: _____

I have read and I understand the requirements for the Rochester Area High School Senior Project. I also understand my son/daughter needs to successfully complete ALL parts of the Senior Project in order to graduate. I further realize that the Rochester Area School District has the right to reject any incomplete, inappropriate, or illegal projects.

I approve of my son/daughter's Senior Project which includes:

- Required five hours of community service in one area.**
- Required five hours of job shadowing/job research.**
- Required 20 additional hours of community service, job shadowing, or both.**
*This can be a specific project with a focus on community service or future career interest.

➤ _____

Signature of Parent/Guardian & Date

Job Shadow/Community Service Hourly Log

Required 5 hours of job shadowing/research:

Date	Location & Phone Number	Number of Hours	Signature & phone number of person in charge to be contacted

Required 5 hours of community service:

Date	Location & Phone Number	Number of Hours	Signature & phone number of person in charge to be contacted

_____ /10 Total Hours

➤ _____ Mentor's Signature

Public Speaking Opportunity

Every senior must participate in a public speaking opportunity that involves him or her speaking in front of a small or large group. This provides preparation for future speaking situations and builds confidence in this skill. When you determine the public speaking experience you are going to participate in, fill out this form. You must record the date of your experience, what time the event took place, the location, a brief explanation, and provide a signature (non-parental) of a supervisor who observed and approved of your speaking performance, confirming that you spoke for at least 5 minutes (required). Below is a list of acceptable public speaking opportunities.

- ❖ **A.M./P.M. announcements at school for one week**
- ❖ **Class speech or presentation**
- ❖ **Team captain announcement at a pep rally**
- ❖ **Leading a club or team meeting**
- ❖ **Present your senior project to the School Board**
- ❖ **Announcements, greeting, or reading at church**
- ❖ **A part in the play or musical with spoken lines**

Name: _____

Date: _____

Time: _____

Location: _____

Explanation: _____

I certify that the student spoke for at least 5 minutes during his/her experience.

➤ _____

Signature of Adult Witness & Date

General Rubric for Written Documents

	MEETS REQUIREMENTS	INCOMPLETE	Date	Mentor	SPC
<i>Format</i>	The student adheres to the formatting requirements: 12 Point, Times New Roman. Font, double space, and 1 Inch Margins (top, bottom, left, right).	The student does not meet 1 or more of these formatting requirements.			
<i>Conventions</i>	The student's writing does not include errors in mechanics and usage and sentence completeness.	The student's writing does have convention errors.			
<i>Content</i>	The student's writing includes information and details specific to the topic and ideas are fully developed.	The student's writing does not include information and details specific to the topic and ideas are not fully developed.			
<i>Style</i>	The student's writing includes precise language, effective word choice, and a variety of sentence structures.	The student does not use precise language, effective word choice, and a variety of sentence structures.			
<i>Heading</i>	The student's written documents all include a heading that follows MLA style and pagination.	The student's written documents do not include an appropriate heading and/or pagination.			

Presentation Practice Rubric

*Present your project in front of your mentor or another teacher at least one week before your final presentation.

<i>Categories</i>	Meets Requirements	Incomplete
<i>Preparedness</i>	Student is completely prepared and has obviously rehearsed.	Student does not seem at all prepared to present.
<i>Time-Limit</i>	5-10 minutes long	Under 5 or over 10
<i>Posture and Eye Contact</i>	Stands up straight, looks relaxed and confident. Establishes eye contact with everyone in the room during the presentation.	Slouches and/or does not look at people during the presentation.
<i>Volume</i>	Volume is loud enough to be heard by all audience members throughout the presentation.	Volume often too soft to be heard by all audience members.
<i>Visual Aid</i>	Student uses technology/visual aid to validate the project and enhance the oral portion of it.	The student does not use technology/visual aid to validate the project and enhance the oral presentation.

Student Name: _____

Mentor or Faculty Signature:

➤ _____

Senior Project Presentation Rubric

Student: _____

	4	3	2	1-0	Score
Attire	Business attire - Ready for an interview (Shoes included - No Jeans)	Casual business attire - dark jeans acceptable OR clean tennis shoes with a dress shirt.	Casual attire - jeans and tennis shoes acceptable if wearing dress shirt	Attire not appropriate for interview	
Preparedness	Completely prepared and rehearsed	Somewhat prepared and rehearsed	Slightly prepared, lacking in rehearsal	Student not at all prepared to present	
Time Limit	Presentation is between 5-10 minutes long	Presentation is less than 5 min long, but more than 4 minutes and 30 seconds OR more than 10 min long, but less than 10 min and 30 seconds.	Presentation is close to 4 min long or close to 11 min long.	Presentation is 3 minutes or less OR 12 minutes or more.	
Posture & Eye Contact	Stands up straight. Appropriate and consistent eye contact during the entire presentation.	Stands up straight and maintains appropriate eye contact for the majority of the presentation.	Stands up straight and maintains appropriate eye contact for some of the presentation.	Student posture and eye contact are inappropriate for the majority of the presentation.	
Volume	Volume is appropriate and consistent throughout the entire presentation.	Volume is appropriate and consistent throughout the majority of the presentation.	Volume is appropriate and consistent throughout some of the presentation.	Volume is not appropriate and consistent.	
Visual Aid	Visual aid displays effort. Pictures and notes validate the presentation, no grammar or spelling errors.	Visual aid validates and enhances the presentation. Some grammar and/or spelling errors.	Visual aid somewhat validates the presentation. Distracting grammar and/or spelling errors.	Visual aid is incomplete or unrelated to the presentation. Multiple grammar and/or spelling errors.	

Presentation Time: _____

Total Score: _____/24

***Note: Students must receive an average score of 17 in order to pass the presentation.**

Campus Visit and Scholarship Instructions

Students planning to attend college need to complete the following:

- Students attending ANY post-secondary institution (college, university, two-year program, technical school, art school, etc...) need to complete the campus visit form for TWO different schools of their choosing. **Email verification from the visit will also be permitted.
- The Campus Visit checklist must be signed by an admissions counselor or related employee of the schools visited. * A Rochester school employee or official can also verify the visit when applicable - students need to turn in TWO of these forms.
**Email correspondence with an admissions counselor is acceptable.
- Students also need to write an explanation of why they selected these two schools to visit. Students should provide at least three valid reasons for selecting these schools. Affordability, location, and programs/courses of study available should be a focus for your explanation.
- Additionally, students must provide at least one completed scholarship application or verification of scholarships offered for their intended school and/or field of study. **This scholarship application can be one offered at Rochester as well.

Campus Visit 1 Checklist - please check that all activities have been completed

- Name of School _____
- Toured campus _____
- Visited a class _____
- Met a professor _____
- Talked with a current student _____
- Completed application and discussed financial aid _____

➤ _____

Admissions Counselor/Employee Signature & Date

Campus Visit 2 Checklist - please check that all activities have been completed

- Name of School _____
- Toured campus _____
- Visited a class _____
- Met a professor _____
- Talked with a current student _____
- Completed application and discussed financial aid _____

➤ _____

Admissions Counselor/Employee Signature & Date

Workforce Instructions

Students planning to enter the workforce need to complete the following:

- Students entering the workforce need to provide the following:
 1. Copies of TWO appropriate job applications, or verification/confirmation of applications through an email or text message.
 2. Students also need to write an explanation of why they selected these two job applications. Students should provide at least three valid reasons for selecting these jobs. Interest in the field, training/skills required, salary/benefits, and advancement opportunity should be a focus for your explanation.

NOTE: These jobs should be in a field you are interested in beyond high school and not just your current part-time job.

Armed Forces Instructions

Students planning to enter the military need to complete the following:

- The Armed Forces checklist must be completed by you and signed by a recruiter that you have spoken with in person.
- Students attending ANY military branch of service (Army, Navy, Marines, Air Force, Coast Guard, National Guard or Reserves) need to write an explanation of why they are choosing this particular branch of the military for their future. Pay/salary, benefits, job opportunities and career advancements and opportunities are to be included in the explanation.
- Additionally, students must provide a copy of their ASVAB results and scores.

Armed Forces Checklist - please check that all activities have been completed

- Researched the different branches of the Armed Forces _____
- Met with a recruiter _____
- Talked with a current or past military veteran _____
- Completed your ASVAB testing _____

➤ _____

Admissions Counselor/Employee Signature & Date

Final Portfolio Checklist

Documents	Student Initials	Mentor Initials	SPC Initials
Title Page: 1-Name 2-Senior Project 3-Mentor's Name 4-Date			
Professional Resume			
Two Professional Letters of Recommendation			
Photocopies of the two Thank You Notes			
Project Proposal Form			
Parent Permission Form			
Mentor Form with Meeting Log			
Volunteer Log: Job Shadowing and Community Service (30 Hours)			
Post Secondary Planning: 1-School 2-Military <u>or</u> 3-Workforce			
Completed CPR Training			
Public Speaking Opportunity			

Final Reflection Paper (3 Pages)			
General Rubric for Written Documents			
Oral Presentation Practice Rubric			
Final Portfolio Checklist			
Professional Appearance of the Portfolio			