Rochester Area High School
2026 - 2027 Senior Project

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Senior Project Coordinators

Important Dates

● Senior Project Proposal, Parent Permission, and Mentor Forms Due – **Friday, September 25th, 2026**

● 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 paper, slides and practice presentations.

● Senior Project Portfolio Submission first draft Due- **Friday, February 19th, 2027**

***At least half of the hours are recommended to be completed by this time, along with the CPR Certification, Resume, Public Speaking opportunity, and FAFSA form. NOTE: If completed with your 20 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 23rd, 2027**

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.**

1-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, 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 in MLA format 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.

2-Senior Project Portfolio & Presentation Information:

- **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 25th, 2027.__ 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 23rd, 2027.__ 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 5th, 2027.__ 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 the principal, Dr. Cwynar, to discuss new requirements. Seniors who do NOT complete their senior project will NOT be permitted to participate in school or extracurricular activities (sports, attendance rewards, etc.)
- Written portions should follow MLA guidelines as evidenced on the Written Documents Rubric

3-Presentation Visual Aid:

- No minimum amount of photos or slides required if using Google Slides/ PowerPoint/Canva/or another acceptable slide program app.
- 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)

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

3. Conclusion:

   a. Why the project was rewarding:
   b. If you could do the project again, what would you do differently:
   c. How the project helped you decide what you want to do after graduation. What is your plan?
   d. 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."

***See the final checklist at the end of this packet for all requirements to complete your senior project.**

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 the 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:

_____

Mandatory (5 Hours) of Community Service Proposal:

_____

_____

_____

Senior Project Proposal (This can be job shadowing, a service project, and/ or additional community service):

_____

_____

_____

_____

_____

➢ _____

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 5 hours of community service in one area.**
- ☑ **Required 15 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

Community Service, Job Shadowing & Service Project Hourly Log

***Required 5 hours of community service:**

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

***Required 15 hours of community service/job shadowing/service project:**

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

_____/20 Total Hours

➢ _____ **Mentor Signature**

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 college visit form and provide printed documentation of at least TWO campus visits of their choosing.

  ****Email and text message correspondence with an admissions counselor or coach 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.

  ****NOTE: This comparison should be written in MLA format.**

- 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 Visits Checklist and Information

Campus Visit 1:

Name of School: _____

Date of Visitation: _____ **- please provide proof of visitation with a copy of an email or text message.**

Checklist - please check that all activities have been completed

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

Campus Visit 2:

Name of School: _____

Date of Visitation: _____ ***please provide proof of visitation with a copy of an email or text message.**

Checklist - please check that all activities have been completed

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

➢ _____

Mentor's Signature

Workforce Instructions

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

1. Complete form with information about applying for TWO jobs in their intended career field after high school. ****You do not need to apply for these two jobs, and they should not be jobs where you are currently employed or any other part-time employment.**

2. Students also need to write an explanation of why they selected these two jobs. 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: This comparison may include a chart comparing each job, with an explanation for why you selected them written in MLA format.**

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

Work Force Job Application Information

First Job Application:

- Place of Employment: _____
- Brief Description of Desired Job: _____

  _____

  _____

Second Job Application:

- Place of Employment: _____
- Brief Description of Desired Job: _____

  _____

  _____

➢_____

Mentor's Signature

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.

  ****NOTE: This explanation should be written in MLA format.**

- Additionally, students must provide a copy of their ASVAB results and scores.

<u>Armed Forces Checklist</u> **- 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

➢_____

Mentor's Signature

FAFSA Completion/Opt Out Verification

I hereby certify that the following student has completed the FAFSA or has opted out from completing the FAFSA.

- Student's Name (Printed): _____
- Date of Completion or Opt Out: _____

➢_____

School Counselor's Signature & Date

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 Reflection Paper & Post Secondary Comparisons

	MEETS REQUIREMENTS	INCOMPLETE	Date	Mentor	SPC
Format	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.			
Conventions	The student's writing does not include errors in mechanics and usage and sentence completeness.	The student's writing does have convention errors.			
Content	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.			
Style	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.			
Heading	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.

Categories	**Meets Requirements**	**Incomplete**
Preparedness	The student is completely prepared and has obviously rehearsed.	The student does not seem at all prepared to present.
Time-Limit	5-10 minutes long	Under 5 or over 10
Posture and Eye Contact	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.
Volume	The 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.
Visual Aid	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	The 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.	The 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.

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: Community Service, Job Shadowing, &/or Service Project (20 Hours)			
Post Secondary Planning: **1-School** **2-Military <u>or</u>** **3-Workforce**			
Completed CPR Training			
Completed FAFSA Application			

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