

GREATER NANTICOKE AREA HIGH SCHOOL



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Graduation Project

Dear Senior,

As part of the requirements for graduation from the Greater Nanticoke Area High School, all seniors must undertake and complete a graduation project, which meets the standards and provisions stated by the Pennsylvania State Board of Education and the Greater Nanticoke Area School District Board of directors. This manual is written with the intent of providing you with specific guidelines and procedures which will help you meet that responsibility.

Please share this document with your parents and review its contents with them. It is very important that they have a complete and thorough understanding of the importance of your project and the seriousness with which our faculty views the requirements.

As your principal, I encourage you to select a project, which is both challenging and meaningful to you. Our staff is ready and willing to provide you with direction and guidance necessary to help you with your project, but the ultimate responsibility for its completion and the satisfaction of a job well done rest with you, the student.

Sincerely,

A handwritten signature in black ink, appearing to read "Stu T", written over a horizontal line.

Stuart Tripler
Principal

Timeline for Senior Projects 2008-2009

May 30, 2008

Students must have an application (Appendix A) on file with advisor.

September 12, 2008

Students must submit to their advisor a written outline of paper and some of the sources that will be used in the final paper.

October 14, 2008

Each student should have met with his/her advisor at least three times by this date.

November 17, 2008

Student should submit to advisor a copy of self-assessment (Appendix D) with items I to IV completed, and have discussed item V with advisor.

December 15, 2008

Student should submit a rough draft of paper to advisor, who will examine paper for sources, relevance, and grammatical errors. Paper will be returned to student with a written evaluation of progress.

January 16, 2009

Student should have submitted a second draft of paper, which should have addressed the issues that advisor had with rough draft.

February 2, 2009

Student should schedule a date to present the senior project with Mrs. Pray in the Library.

March 31, 2009

All students will have presented their projects by the end of March.

NO EXCEPTIONS WILL BE MADE FOR ANY REASON.

High School Graduation Requirement

In order to graduate from the Greater Nanticoke Area Senior High School, a student shall complete a project in one or more areas of concentrated study while under the guidance and direction of the high school faculty. The purpose of the project, which may include research, writing, or some other appropriate form of demonstration, is to ensure that the student is able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding. These projects may be undertaken individually or by working collaboratively with one other peer member.

In compliance with Pennsylvania State Curriculum Regulations in Chapter 4, beginning with the Class of 2001, graduation requirements must include successful course completion, favorable results on state assessment tests aligned with the academic standards, and the completion of a culminating graduation project.

The purpose of this project is to provide the student an opportunity to demonstrate the knowledge gained and maturity achieved during his/her high school career. The graduation project gives the student the chance to choose an area of study, to combine different disciplines, to satisfy specialized curiosity and to utilize talents in a productive manner. The project gives an opportunity to make the high school experience a meaningful and practical one.

Each student will select a topic involving an area of student interest, specialization or career choice. The project will consist of two components: A Written Component, with documented research about the topic, and an Oral Presentation/Exhibition, which demonstrates the research knowledge gained.

The student will work with an assigned Advisor, who will guide and document the student's research and progress. A Project Review Panel will evaluate the final components of the project. The project, therefore, will demonstrate student ability in integrating curriculum skills and will provide for student exploration of life skills, individual creativity and the application of knowledge learned to life.

It is the mission of the Greater Nanticoke Area School District to create an environment that will enable every student to meet the challenge of tomorrow through the required acquisition of the knowledge, skills and self-esteem essential to adapt to our ever-changing society.

Choosing a Graduation Project Topic

Having been introduced last April to the Pennsylvania State Requirement concerning a senior project, you have had considerable time to think about the final selection of your topic. To help with your brainstorming, the following questions have been provided for you to narrow your initial choices to the topic most appropriate for you.

1. What area/interest is of greatest importance to me?
2. What area/interest is most reflective of my talents?
3. What area/interest will I most likely use following graduation?
4. What area/interest will most contribute to my future career?
5. What area/interest will give me access to the most resources for my research?
6. What area/interest is most original?
7. In what area/interest will I most likely find an advisor?
8. What area/interest will enable me to be comfortable in my topic presentation?

Proposal and Application

You will submit a written proposal that will serve as your project application. In general, your application will state what your project is about, what you hope to learn, and how you intend to undertake your project. You will discuss your proposal application with your parents for their advice and subsequently with your advisor for review and authorization. You will submit a final copy of your proposal application to be kept with your graduation project file. You may then begin to work on a written plan that will describe your project detail.

Your written plan serves to document and explain all of the components of your project including:

- Personal Interest
- Project Plan
- Resources
- Project Presentation (the final form your project will take)

Your written plan must be typed, dated, and signed. Also, it must be of sufficient length to appropriately describe your project. Details are enclosed in the syllabus of this manual.

Student Responsibilities

1. *The student will:*
 - a. Receive instructions regarding the project from senior high school officials.
 - b. Adhere to the formats and timeframes that have been established for the project.
 - c. Get advisor approval for each phase of the project.
 - d. Conduct research that will support the project.
 - e. Submit the written research in typewritten form.
 - f. Include the following for each phase of the project:
 - i. A signed copy of the “Graduation Project Contract”
 - ii. A copy of any written work submitted-outline/activity log
 - iii. A written outline of any oral presentation(s)
 - iv. Any program, flyer, or listing of participation in performance-based activity
2. *For the project contract the student will:*
 - a. Describe the focus and the purpose for selection of the project
 - b. Describe project issues and topics
 - c. Be approved by signature of parent/guardian and faculty advisor
3. *In the investigation and research component, the student will*
 - a. Identify appropriate resources
 - b. Gather, organize, interpret and present information or data
 - c. Analyze and evaluate the importance, value or impact of the project
 - d. Draw conclusions from the information or data gathered
4. *In the written presentation. The student will*
 - a. Explain the importance, value, and impact of the study
 - b. Provide supporting information or data
 - c. Draw conclusions from the research
 - d. Select an appropriate writing style reflective of the project
 - e. Cite references in appropriate bibliographic format
 - f. Submit written materials according to deadlines
5. *In oral presentation/performance/demonstration, the student may*
 - a. Comprehensively present the content of the study
 - b. Deliver an organized presentation
 - c. Demonstrate effective speaking skills
 - d. Utilize visual material to enhance the presentation
 - e. Answer questions posed by teachers/peers concerning the project
6. A student will receive an evaluation from a faculty evaluation team on the written, oral, and performance based presentations.
7. If a student receives an evaluation of “work still in progress”, the student will be responsible to do make-up and remediation in order to complete the project in a timely manner and meet the requirements for graduation.

Senior Graduation Project Syllabus

Chapter I- Introduction

Project—The Scope

- The Senior Graduation Project is a major piece of hands-on work that you complete and design.
- The Senior Graduation Project is required for graduation from the Greater Nanticoke Area Senior High School.
- The Senior Graduation Project will demonstrate the skills and knowledge you have acquired throughout your high school education.
- Completing the project shows your high school education.
- The Senior Graduation Project gives you the opportunity to pursue a specific interest.

Parts of the Project (Four)

- Plan. The process that helps you to design your project.
- Evidence of Progress. Three pieces of evidence that show how you developed your project.
- Final Product and Report. A final product that is the result of all your work. It can be an actual project, documentation of an event, or an extensive research project.
- Final Presentation. An oral defense and written report in which you:
 - Introduce the project
 - Describe the skills used to complete the project
 - Evaluate your work
 - Explain what you learned from the experience

The Plan

- Your first step- the selection of a topic
- Serves as a personal guide
- Describes what you intend to do

Evidence of Progress

- Collection of Evidence to show progress
- Evidence may consist of:
 - Research notes
 - Photographs/video
 - Planning and/or interview notes
 - Rough drafts
 - Sketches

Final Project

- The result of all your work
- Examples:
 - a. Brochure you design and create
 - b. Landscape project you designed and supervised
 - c. Experiment you conducted
 - d. Research report answering a hypothetical question

Oral/Written Presentation

- Project to be presented to a faculty committee and other interested individuals
- At least four concepts must be included:
 - What you did
 - What skills you applied
 - What you learned by doing the project
 - How well you think you did (a personal assessment or self-evaluation)

Evaluation of the SGP

- Categories to be evaluated:
 1. Required documentation throughout the semester
 2. Conferences with your advisor
 3. Written Report
 4. Actual Project
 5. Oral Presentation

- Ratings classified as:
 1. Pass—Highly Successful:
 - Project/Presentation is outstanding: You have gone beyond what is required
 2. Pass—Successful
 - Project/Presentation is very good: You have met all requirements of the project.
 3. Fail—Not yet successful
 - Project/presentation does not meet the requirements: It may be incomplete or disorganized: Remains a “work in progress.”

Categories from which to choose:

- You must select from one of three categories for your project
- Your project must be approved by the Senior Graduation Project Committee.

Applied Studies Project	<p>A physical product Examples:</p> <ol style="list-style-type: none"> 1. Scale model presentation or visual display 2. Make a coordinated ensemble consisting of a jacket, skirt, and shorts. 3. Construction of a table and chairs.
Interdisciplinary/Disciplinary Project	<p>Interdisciplinary</p> <ul style="list-style-type: none"> ▪ Research paper or project applying knowledge from two or more academic areas. Example: What effect does music have on plant growth? ---applied to music and agricultural area. <p>Disciplinary</p> <ul style="list-style-type: none"> ▪ Research paper or project applying knowledge within one academic area. Example: <ol style="list-style-type: none"> 1. What are the reading interests of 11th grade students? ----Language Arts/English Area. 2. What is the best 35mm camera on the market within a specific price range? -----Graphic Arts Area
Future Project	<ul style="list-style-type: none"> ▪ An inquiry into the future of your values, capabilities, aspirations, and career interests. ▪ Involves examination of carious options you might choose for your life’s work. ▪ Research several alternatives, preparation, and entrance requirements for fields of interest, analysis of your own aptitudes, shadowing appropriate individuals.

Senior Graduation Project Syllabus

Chapter II- The Proposal/Plan

Purpose of Proposal

- Proposal used for approval of project
- Proposal describes your finished project (i.e. research paper, applied project)
- Plan serves as a guide in completing and evaluating your project

Personal Guide to Success

- The success of your project “may rest squarely upon the quality of the proposal you submit.”
- “A proposal is a straightforward document. It should not be cluttered with extraneous matter. It begins with a straightforward statement of the question or problem to be researched.”
- A proposal is not a production. A proposal indicates how an individual project is to be executed to completion, with an economy of words and a precision of expression.
- “A proposal is clearly organized. Proposals and thoughts are expressed in simple paragraph form.”

Create the Proposal/Plan

WHAT MUST I DO?

- Prepare a typed proposal for submission at your first conference with your faculty advisor.
- Cover the following four questions/requests:
 - What you would like to do as a project?
 - Why you would like to do this project?
 - What category (see page 3 in Chapter 1) the project best fits and why?
 - “Just and overview” of how you plan to carry through and complete this project.

Sample Proposal

By

Your Name

Spring, 2006

For my senior graduation project, I would like to research elementary education. Some of my reasons for selecting this topic are (1) I love working with younger children; (2) I hope to major in elementary education in college; (3)....

This project could probably be best classified as a future’s project. Since this will be my college major, the research will hopefully reveal if I have the interest, aptitude,....To be an elementary teacher.

In order to complete my project, I tentatively plan to (1) contact an elementary teacher (be specific with names). Upon completion of my project, I expect to have a research paper, an outline detailing all my activities, photographs of my elementary school visits, and several “projects” created by me and used with the elementary students.

Requirements/Directions

1. Cover Sheet that includes:

- Project Title
- Name
- Homeroom
- Advisor
- Date Submitted

2. Double Space on Standard Paper (81/2X11)

3. Standard size 12 font

4. Black ink

5. 1” or 1 ½” margins (top, bottom, left, right)

Considerations for your SGP

- You must be able to complete the project by the specified due date on the adopted time schedule.
- All materials you need will be available (expenses are your responsibility)
- You are aware of a resource person (s) outside the classroom who might be able to help you.
- After your proposal is approved, then begin work on the plan. The plan will be submitted and discussed at your second conference.
- Your plan must include all the steps of the Senior Graduation Project Form.

Senior Graduation Project Syllabus

Chapter III

Evidence of Progress and Conferences

What is Evidence of Progress?

- Documentation of major steps in completing project
- Can include additional pieces of evidence demonstrating skills, abilities and knowledge

Samples of Evidence of Progress

A. Outline/Activity Log

- An Outline/Activity Log is required and must be presented at each conference
- The Outline/Activity Log, regardless of where incorporated into your final written report will count as one piece of evidence
- The Outline/Activity Log must be typed in final form
- Outline/Activity Log should include:
 - Date of each entry
 - Activity for each entry
 - Approximate time spent
 - Advisor's initials

B. Interview Questions

- If you interview anyone for your project, you must prepare and submit to your faculty advisor for approval a list of interview questions.
- If you use interview questions, you (a) hand write them, (b) type them, or (c) use note cards for the actual interview. Of course, a follow-up to the sample would be the answers to each of the questions. However, the final report should contain the typed questions and responses.
- Copies of all letters setting up interviews and thank you letters after interviews must be included with your report (preferably in the appendices)

C. Experiment Records

- Records maintained from science experiments, math projects, etc.
- A spreadsheet program would be excellent to create this type of "evidence" (Excel)

D. Other Samples of Evidence of Progress

- Planning materials-i.e. sketches, drawings
- Photograph(s) Notes taken during interviews, research
- Letters to businesses or individuals involved with your project
- Thank you letters

Conferences

- Regular conferences are scheduled where you meet with your faculty advisor.
- Each conference needs to be documented
- If you are absent for a scheduled conference, you must show your admit slip from the office and it will be rescheduled only if the absence is excused.

Senior Graduation Project Syllabus
Chapter IV
Final Project and Written Report

Written Report

- Each project must have an accompanying written report.
- The report should be submitted in a presentable form (portfolio/report cover folder)
- If you are doing a project other than a “research paper”, your project **MUST** contain evidence of progress (photographs showcasing your work from start to finish, videotape from start to finish)
- The project may result in at least one of the following, but not limited to the following
 - Research paper (very extensive)
 - Brochure
 - Woodworking piece (chair, cabinet, clock)
 - An agriculture crop area
 - A videotape (i.e. you helped organize an event at a nursing home or a church and taped the final event)
 - Audio and/or video cassette of interviews
 - Display poster (type of poster used for science projects, 3 sided) summarizing hypothesis and findings of an experiment
 - Coloring book or activity book for youngsters
 - Questionnaire and results
 - Copy of website you designed
 - Art portfolio

Report MUST Include

- a. Title Page
- b. Table of Contents
- c. Acknowledgements (could also be called INTRODUCTION and may be included with actual project)
- d. Proposal
- e. Contents of Report Containing, but not limited to:
 - Introduction (hypothesis, questions you were trying to answer or find solutions to what you hope to accomplish)
 - Search Process (what you did to get started—research in library, Internet research, contacted business or individuals via letter/telephone, compiled questions for survey/interview)
 - Outline/Activity Log
 - Findings (results or research; all steps involved in doing an applied, physical, project, contrasts/comparisons)
 - This will be the largest part of your written report. If you are researching, this will be an extensive amount of information.
 - You must follow proper procedure for citing sources within the text of your report (MLA Style Guide)
 - You may use side headings, and paragraph headings so the report is easier to follow
 - “What I Learned” Section
 - References/Sources/Notes (Follow MLA Style Guide)

What Your Submissions Should Demonstrate

- Represent your own work
- Be neat and organized
- Demonstrate the use of skills and knowledge related to your project
- Demonstrate the ability to research, prepare a plan of action, follow through with a plan and come to a “HIGHLY SUCCESSFUL” or “SUCCESSFUL” conclusion

Oral Defense of Project and Display

- You **MUST** defend your project before a faculty committee of three at a prearranged time and location.
- You **MUST** be present during one entire period with your project/report. At this time, the faculty review committee will assess your materials and you should be able to answer any questions

Due Dates for Submission of Report and Project

- Submission and presentation dates will be announced by the high school principal in conjunction with the Senior Graduation Project coordinator.

Appendix A Part II

Directions:

Answer the following questions on a separate, typed paper. Attach this paper to part I.

Project Summary

1. Briefly (200-300 words) describe the purpose and content of your senior project. What experiences do you already have related to this project? What would you like to learn through doing this project?

Research Summary

2. Briefly explain your research topic, possible thesis statement or essential questions you will explore and some possible resources you will use. Describe how this research related to the practical application of your senior project and any new learning involved.
3. How does this project meet the service learning requirement? Which community will the project serve? What academic skills and knowledge will it draw on and develop?
4. Project strategies for completion. What specific steps will you take to prepare for this project?
5. How do you plan to present your project? (PowerPoint, I-Movie, Podcast, Oral Presentation)

APPENDIX B
ADVISOR INTERIM EVALUATION REPORT- PROCESS COMPONENT

Student Name: _____ HR: _____

Faculty Advisor: _____ Date: _____

Project Title: _____

Activities:	Meeting Dates
1. Discussion of Topics and Contract	_____
2. Topic approved and Contract signed	_____
3. Preliminary research bibliography, notes technology plan.	_____
4. In-Depth Research	_____
5. Written Rough Draft	_____
6. Oral Presentation	_____
7. Written Component	_____
8. Oral Presentation/Exhibition presented	_____
9. Project Requirements Completed	_____
10. Final Assessment	_____

APPENDIX D SELF-ASSESSMENT

Student Name: _____

HR: _____

Advisor: _____

Date: _____

Project Title: _____

	Unacceptable	Improvement Needed	Acceptable	Proficient	Distinguished
<i>I. Appropriateness of Project:</i> Selection, meaning, relevance, clear statement, ingenuity, Originality, creativity.	1	2	3	4	5
<i>II. Organization and Preparation:</i> Structure, consistency, continuity, logic, sequence, clarity	1	2	3	4	5
<i>III. Thoroughness And Depth:</i> Comprehensiveness, focus, time commitment, critical thinking, personal skills, citizenship	1	2	3	4	5
<i>IV. Goal Definition:</i> Challenging, purposeful, relevant	1	2	3	4	5
<i>V. Overall Project Exhibition:</i> Communicated appropriately, addresses original goal, demonstrates comprehension	1	2	3	4	5

APPENDIX E
FINAL ASSESSMENT

Student Name: _____

HR: _____

Advisor: _____

Date: _____

Project Title: _____

Final Written Component

_____ Highly Successful _____ Successful _____ Not Yet Successful

Oral Presentation/Exhibition

_____ Highly Successful _____ Successful _____ Not Yet Successful

Total Project Evaluation

_____ Highly Successful _____ Successful _____ Not Yet Successful

Advisor Signature

Date

Faculty Review Committee

Date

Faculty Review Committee

Date

NOTE: A student whose project is evaluated as NOT YET SUCCESSFUL WILL NOT graduate and WILL NOT participate in the graduation ceremony.