



Seattle Lutheran High School Class of 2020

Senior Project Information Packet

May 1, 2019

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To: **The Class of 2020 and Families**
 From: Mrs. Clark and Mr. Meyer

Senior Project Information Packet and Guidelines **Class of 2020**

(Please save this Information Packet and the attached calendar for future reference.)

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Graduation Requirement:

All seniors must complete a senior project in order to graduate from Seattle Lutheran High School.

Purpose of the Senior Project:

The purpose of the Seattle Lutheran Senior Project is for the student to become aware of a broader scope of living by contributing to the well-being of others through 60 volunteer hours along with learning new skills. In doing this, our hope is that the student will experience joy through serving others.

Community service is intended to be the major focus of senior project. Therefore, your project should benefit others. (See the following community service component guidelines) The senior project is intended as an opportunity for students to learn a new skill and to share that skill.

Required Community Service Component Guidelines:

- The Senior Project will incorporate a significant community service component.
- Community Service is defined as contributions to the community at large, either through the gifting of resources, through time expenditure, or through the sharing of a skill.
- **All graded work is to include considerable emphasis on the issue of community involvement. If sufficient evidence of service to the community is not found, you will be required to start over.**
- You should consider the following questions when completing your project: “How does your project benefit other people?” “What positive contributions to the community at large are made by your project?” “How is the world a better place because of your senior project?” “How does your senior project speak to the issue raised by Jesus in being servant to the ‘least of these’ (people who can’t help themselves)?”
- Make sure your project falls under a theme. If you work with two different organizations to complete your hours, they both need fall under the same theme. Some examples of themes are feeding the homeless, working with children, volunteering to help rescued animals, and building a home for those less fortunate. There are many others.

Beginning Your Project:

- This Information Packet includes the guidelines for the 2020 Senior Projects. Please read through it carefully before you begin your project.
- Before beginning the project, it **MUST** be approved by the Senior Project Coordinator, Mrs. Clark, and Mr. Meyer.
- A completed Application and a Cover Page with signatures are required before a project and mentor can be approved.
- **If you plan to begin the project during the summer break**, you need to submit the Application and Cover Page **before you begin** so we can approve it. After school is out, you can mail it, fax it, or scan and email Mrs. Clark at tclark@seattlelutheran.org.
- The Proposal Essay must be written AND submitted to the Senior Project Coordinator **PRIOR** to completing the project hours.
- **If you plan to complete your project during the summer break**, you must write the Proposal Essay and e-mail it to the Senior Project Coordinator. You also must keep up your Time Log while you are completing your hours.

Credits/Grading:

- Senior Projects earn numeric grades (as in other classes) and ¼ credit per semester.
- **Read and follow directions carefully for each part of the project.**
- **All items are to be submitted to the Senior Project Coordinator** by the assigned deadlines. Mrs. Clark will accept hard copies in her school mailbox, submissions at tclark@seattlelutheran.org, or on Schoology. (See the attached calendar for deadlines.)
- **Meeting deadlines is important.** Grade deductions will be given for any item submitted after the assigned deadline.
- **Since there are just 5 assignments per semester, ALL assignments must be submitted to earn credit for Senior Project.**

Semester 1 Grades:

- the **Cover Page** which shows approval of the project and the community service organization mentor **5 points**
Due Date: Thursday, September 5, but preferably this spring/early summer
 - the completed **Application** for Project Approval **10 points**
Due Date: Thursday, September 5, but preferably this spring/ early summer
 - the **Project Proposal Essay** **40 points**
Due Date: Tuesday, September 17
 - the **1st Quarter Time Log**, including dates, hours, descriptions, and signatures **15 points**
Due Date: Tuesday, October 15
 - the **2nd Quarter Time Log**, including dates, hours, descriptions, and signatures **15 points**
Due Date: Tuesday, December 3
- 85 points total**

Semester 2 Grades:

- the **Project Final Essay** **50 points**
Due Date: Tuesday, March 3
 - the **Slide Show** via Schoology or email **25 points**
Due Date: Tuesday, March 24
 - the final, completed **Time Log**, (including dates, hours, descriptions, and signatures) **15 points**
Due Date: Tuesday, April 7
 - the **Oral Presentation with slide show and visual aids** **40 points**
Due Date: Begins Tuesday, May 12
 - the **Additional Visual Aid** you are using at your presentation **10 points**
Due Date: Begins Tuesday, May 12
- 140 points total**

Choosing a Project:

Choosing a project carefully can result in a more enjoyable experience.

- Think about your interests. Is there a new skill that you would like to learn? How can you use that skill to benefit others? Is there a particular talent/interest that you have that you could use to teach or share with others?
- Remember to think about the community service aspect of the project as you are planning. This is to be a significant part of your project.
- Think about a community service organization that you might be interested in learning about and volunteering to assist.
- Some places have a lengthy approval process for becoming a volunteer, (background checks, training, etc.) so start early.
- Choose a project that you think will work for you to avoid having to change your project. Making a change later will mean having to repeat everything for the new project, which will cost you a lot of extra time. Hours on one project cannot be applied to a second project.
- **Now is the time to choose a project. Summer is a good time to begin your project.** Begin early and avoid the possibility of missing deadlines and a lower grade later.
- **Suggestions for choosing a project:**
 - To begin your search for a possible project, you might check the following web sites to get some ideas: www.justserve.org , www.unitedway.org, and www.volunteermatch.org; or look for web sites of individual community service organizations.
 - These are a few of the organizations that recent seniors have used for their projects: Habitat for Humanity, Children’s Hospital, Special Olympics, Seattle Parks & Recreation, local Community Centers (Hiawatha, Alki or Southwest), nursing homes like Providence Mt. St. Vincent, church mission trips, and Hope Lutheran summer camp or after school child care.

Mentor:

- You must choose a qualified mentor who will be able to oversee your project.
- Select a person from the chosen community service organization, who has the expertise to help you learn your new skill and is willing to commit to overseeing your project to completion.
- The mentor needs to be approved by the Senior Project Coordinator and Mr. Meyer.
- Students cannot be related to their mentors.
- You need to provide us with the contact information on the Application Cover Page.
- **Mentors may be contacted at various times throughout the school year!**

Application for Project Approval & Application Cover Page:

- **Application for Project Approval:** Before beginning to work on your project, you should complete the Senior Project Application for Project Approval and the Cover Page. Think deeply about your answers to the questions. This is your senior project- one word answers will not work! (The application form will provide much of the information you need to write the proposal essay.)
- **Application Cover Page with Signatures:** Fill in the requested information. Sign it, and have your parents and mentor sign it. Attach it to the front of your Application for Project Approval.

The Approval Process:

- Submit both the Application for Project Approval and the Application Cover Page to the Senior Project Coordinator for the approval process.
- The projects and mentors need to be approved by the Senior Project Coordinator and an administrator.
- **Your forms are due no later than Thursday, September 5, but it is strongly suggested that you turn them in this spring or in early summer.** Getting approval now means you can begin work on it this summer, which leaves you with less stress in meeting deadlines during your senior year. **If you are going to do your project this summer, it must be approved before you start.**
- **Response:** The Senior Project Coordinator and an administrator will check your Project Application. Be sure to follow up to check for final approval. The form may be returned to you with suggestions for possible changes.

Senior Project Proposal Essay:

After you receive approval for your project, you should write your formal Proposal Essay. Most of the information for the essay will come from your application form. The proposal should be at least 600 words long and typed in MLA format.

What to Include in Your Proposal Essay:

- **Project Description:** Identify and explain what your project is. What do you plan to do? Why did you choose the project?
- **Describe the Organization:** What is the name of the organization that you are working with? What services do they provide? What is their history?
- **Goal of the Project:** What is the purpose of the project? What do you expect to learn or gain from the project? What will be the result of your project? (Will it be a finished product? An event? A show of growth or learning?) How will this project benefit you in the future?
- **Community Service Component:** How will your project benefit others in the broader community? How will your project help make the world a better place? Explain how you will accomplish this service component. (Be sure to consider the Community Service Component Guidelines given above.)
- **Process:** How do you plan to achieve your goal? What methods, skills, and materials will be needed to complete your project? How will you learn the skill? Indicate the stages or steps you intend to follow and a plan for the time involved in

completing the project. Will you be able to complete the minimum of 60 hours of work on the project, with substantial community service?

- **Budget:** Calculate/ estimate the expenses you will have (if any) to complete your project. Include a budget for doing the project, if needed. How will you cover the expenses? Will you need to raise money? If so, what is your plan?
- **Mentor:** Include the name and qualifications (experience or expertise) of your mentor. In some cases you may have more than one mentor for different parts of the project. If you have more than one, include all of them.
- **Project Title:** Use your project title as the title of your essay.

Grading the Project Proposal Essay: Submit your proposal essay to Mrs. Clark for grading by **Tuesday, September 17**. See page 11 for a sample grading rubric.

Time Requirement:

- **Minimum time requirement for the Senior Project is 60 hours.**
- The 60 hours must be spent working on the project itself. This does not include transportation time, nor does it include the time required to prepare the proposal essay, time log, the final essay, oral presentation, power point, or visual aids.
- The Time Requirement and Community Service must be verified by your mentor in the Time Log.

Time Log:

- **Semester 1 Time Log due dates: Tuesday, October 15** (1st quarter); **Tuesday, December 3** (2nd quarter)
- **Semester 2 Time Log due date: Tuesday, April 7** (with completed 60 hours minimum)
- The Time Log must include:
 - The dates you work
 - The hours you work on each date.
 - A summary description of what you do/ accomplish on each date.
 - A signature of your mentor to verify the time worked on each date.
 - It is important that you keep it up to date as you go along. It is very difficult to go back and remember exact times, dates, and what you did each date.
 - The description of what you do is an important item. Be sure it is complete.
 - The Time Log should be typed, signed, and hours totaled each time it is due. (This is used for quarter grades.) You can then add the new hours and update the total each time it is due. The final Time Log should show the total, completed hours.

See page 12 for a Time Log sample.

The Senior Project Final Essay:

The final essay is **due Tuesday, March 3.**

This essay should give clear evidence that you met the requirements of the project and should demonstrate what you accomplished in your project.

What to Include in Your Final Essay:

- Describe the organization you worked with.
- Include a summary of daily tasks and projects you worked on.
- **Make sure to use specific examples whenever possible.**
- Explain your goal and how you achieved that goal – what you did, the process, the time spent, and the result.
- Describe a problem you encountered while working on your project. Explain the significance of the problem, and how it affected your ability to complete the project.
- **Community Service Component:** How has your project benefited others in the broader community? How has it helped to make the world a better place? What did you learn about the joy of service to other people? (Consider the questions in the community service component guidelines on page 3.)
- What did you learn about yourself while working on this project? Reflect on your ability to problem solve, your personal growth, new acquired skills, and how this fits into your future plans.
- Include how you plan to use what you learned in your future endeavors, may it be career or college plans or future volunteer service.
- **Optional:** Explain how your project impacted your personal faith.
-

The paper should be at least 1000 words (about 4 pages), and typed in MLA format. The title of your essay should be the title of your project.

See page 13 for a sample Final Essay grading rubric.

Visual Aids:

- **A Slide Show Presentation and an additional visual aid** are required for the oral presentation.
- **The Slide Show Presentation:**
 - The Slide Show can be a Power Point, Keynote, or Google Slides file.
 - **The Slide Show file is due via Schoology or email (tclark@seattlelutheran.org) by Tuesday, March 26 to be graded.**
 - **It will be checked to be sure it works and then graded.** After grading, suggestions may be made for editing so that you will have a more polished final presentation. You will have an opportunity to fix errors on your power point before your presentation, but the version you submit will be the one that is graded. This is **not** a rough draft!
 - This deadline is also important so your presentation can be checked to make sure the power point works on our equipment. It needs to be transferred to our equipment for grading and creating the file for each day's presentations. This helps to ensure a smoother presentation when you are facing an audience and the panel of judges.

What to Include In Your Slide Show (Not Necessarily In This Order):

- A title slide
- The goal of your project
- Information about the organization you worked with
- The process of how your project was completed
- What you learned
- How did your project help your community?
- An obstacle that presented itself and how it was resolved
- How do you plan to use this experience in your future?
- At least two pictures showing you working on your project. See the Senior Project Coordinator if you have a problem regarding consent issues, etc.
- Optional: How did your project impact your personal faith?

Requirements/ Suggestions for the Power Point/Keynote/Google Slides:

- You should have a minimum of 13 slides, including the title slide, and at least 2 pictures showing you at work. (**If you are in a group**, this is the minimum per person. Therefore a two person group must have at least 26 slides. Three person groups are not allowed; you may present on separate nights instead.)
- Be sure to proofread your power point for spelling, grammar and punctuation. Errors detract from your overall presentation as well as your grade.
- Your slides should have good contrast. Pale colors do not show up well when projected on the large screen in a room that may not be very dark early in the evening.
- Include a good balance of text and photos. Include enough pictures to give a good, interesting presentation, but not so many that there is not enough text information.
- The power point should be an outline; do not include the whole text of your presentation. Use **bullet points** or topics; do not use full sentences.

Other Visual Aid(s) (in addition to the slide show) – only one is required but you may have more:

- The additional visual aids are **due on the day of your presentation**.
- These will vary, depending on your project, but they are a required element of the project.
- Examples of other visual aids might include: additional pictures on a display board, objects, demonstrations, and/or finished product. A short video made by you is also appropriate for showing your project, but be sure to edit it to have the short sections/clips readily available so you do not have to spend time finding the right part of the video. It must be checked ahead of time so that it works on our equipment.
- Choose a visual aid that will best illustrate and present your project.

A sample grading rubric for the Slide Show may be found on page 14.

Oral Presentation:

The oral presentations will be scheduled, **beginning May 12**. They will include your slide show presentation, plus other visual aids and/or demonstrations. The presentation will give you the opportunity to share your newfound knowledge with the community, as well as give you practice in clear oral communication, which is an essential life skill.

Important note about groups: The maximum number of students that can present together is two. Three student presentations are not allowed; you may present on separate nights instead.

Groups of two: please ensure that your presentation is double in length (20-30 minutes) as well as your slides (at least 26) and that each person shares equally in the presenting of information.

- **Audience:** Faculty, parents, students, and mentors are invited to attend.
- **Panel of judges:** There will be a panel of judges each evening, including faculty, staff, alumni and other community members. They will complete evaluation sheets on your presentation.
- **Dress appropriately:** Dress as you would for a job interview. Professional dress is expected.
 - Men should wear shirts and ties, dress slacks and dress shoes.
 - Women should wear a dress, or a skirt or slacks with a blouse, and dress shoes.
 - If you need particular attire for a demonstration, this must be approved in advance. If you have questions, ask before the date of your presentation.
- **Length of Oral Presentation:** Minimum of 10 minutes, maximum 15 minutes. Plan for about 12 minutes. (If in a group, remember these numbers are per person.) Question and answer time does not count towards your time. You will lose points if you are under or over time!
- **Grading:** You will receive copies of the judges' evaluation sheets, along with your final evaluation, including your final grade, after everything is completed.

See page 15 for a sample of the grading sheet.

Proposal Essay Grading Rubric:

Senior Project Proposal Essay Grading Checklist

Name: _____

Ideas:

- Does the essay answer all of the questions assigned in a complete way? _____ /20

Organization:

- Is the information presented in a logical and well-paced fashion? _____ / 10

Style & Conventions:

- Is the writing smooth and free of awkward phrasings? _____ / 10
- Is the essay free of grammar and spelling mistakes?
- Is the essay engaging to read?

Check to Show Sufficient Evidence of Service: _____

Total: _____ / 40

Notes:

Required Format for the Time Log:

Name: _____

Project Title/ Description: _____

Date:	Hours Worked:	Work Accomplished:	Mentor Signature:
9/8	5 hours (9 a.m. – 2 p.m.)	(description of work done)	(signature)
9/15	3 hours (9 a.m. – noon)	(description of work done)	(signature)

Total hours to date: 8 hours

10/1	4 hours (1 – 5 p.m.)	(description of work done)	(signature)
10/8	5 hours (noon – 5 p.m.)	(description of work done)	(signature)

Total hours to date: 17 hours

11/6	3 hours (9 a.m. – noon)	(description of work done)	(signature)
11/20	6 hours (9 a.m. – 3 p.m.)	(description of work done)	(signature)

Total hours to date: 26 hours

Final Essay Grading Rubric:

Name: _____

The paper should be at least 1000 words (about 4 pages), and typed in MLA format. The title of your essay should be the title of your project.

Ideas/Content: _____ / 30

- **Maintains focus on topic throughout the essay**
- **Includes all of the required elements below:**
 - Organization description
 - Summary of daily tasks and projects you worked on
 - **Use specific examples whenever possible**
 - Your project goal and how you achieved it – what you did, the process, the time spent, and the result
 - Description of a problem you encountered while working on your project - explain the significance of the problem, how it affected your ability to complete the project
 - **Community Service Component:** How has your project benefited others in the broader community? How has it helped to make the world a better place? What did you learn about the joy of service to other people?
 - Lessons learned about yourself while working on this project - your ability to problem solve, your personal growth, new acquired skills, how this fits into your future plans
 - Explanation of how you plan to use what you learned in your future endeavors, may it be career or college plans or future volunteer service
 - **Optional:** Explanation of how your project impacted your personal faith

Organization: _____ / 10

- There is a logical progression of ideas/events and the essay is unified and complete

Word Choice/Sentence Fluency/Conventions: _____ / 10

- Demonstrates skillful use of vocabulary, sentence fluency, and grammar/spelling

Check to Show Sufficient Evidence of Service: _____

Total: _____ / 50

Slide Show Grading Rubric:

Senior Project – Slide Show Grading Checklist

Name: _____

Content (Ideas):

- Does the presentation include all the required elements (including pictures)? _____ / 10
 Content should include:
 - Title slide
 - Goal(s)
 - Information on organization
 - The process
 - What you learned
 - Describe an obstacle you faced and how you overcame it
 - How did project impact the community
 - Plan to use your experience in the future
 - Optional: How did it impact your faith
- Does the presentation engage to viewer by giving the right amount of information? _____ / 5

Organization:

- Is the information presented in a logical and well-paced fashion? _____ / 5

Creativity:

- Is the layout of the slides done in a pleasing fashion?
- Does the presentation have a good balance of text and pictures?

Conventions:

- Is the writing smooth and free of awkward phrasings? _____ / 5
- Is the presentation free of grammar and spelling mistakes?

Check to Show Sufficient Evidence of Service: _____

Total: _____ / 25

Notes:

Oral Presentation Sample Grading Sheet:

Judges: Please rate the student presentations from 1 – 5 in the following areas:

1 = Unsatisfactory 2 = Below Average 3 = Average or Satisfactory 4 = Very Good 5 = Excellent

Presentation:

Organization:

- Introduced the topic clearly
- Main points were clear, easy to follow
- Presentation flowed in a logical, organized manner

Slide Show, Visual Aids:

- Use of power point slide show
- Use of other visual aids (objects, display boards, video, etc.)
- Quality of the slide show and visual aids

Oral Presentation:

- Professional appearance
- Used variety in voice (personable, not monotone)
- Used pauses effectively; did not rush; avoided verbal pauses (e.g., “and uh,” “um,” “like,” “you know,” “O.K.”)
- Maintained strong eye contact
- Amount of preparation shown for the presentation
- Overall quality of the presentation (including all of the above elements)**

Project:

- Evidence of student effort in the project
- Clear explanation of what the student learned from this experience
- Community service component of the project
- Overall quality of the project**

2019-2020 SENIOR PROJECT CALENDAR:

All items are to be completed by the following dates.

There will be grade deductions for any late items.

Semester 1:

- Cover Page for Application - **Due** before you begin your hours, and no later than **Thursday, September 5**
- Application for Project Approval – **Due** before you begin your hours, and no later than **Thursday, September 5**
- Senior Project Proposal Essay – **Due** before you complete your hours, and no later than **Tuesday, September 17**
- Time Log – 1st quarter **Due Tuesday, October 15**
- Time Log – 1st semester **Due Tuesday, December 3**

Semester 2:

- Senior Project Final Essay – **Due Tuesday, March 3**
- Presentation Slides–
(Power Point, Keynote, or Google Slides) **Due Tuesday, March 24**
- Completed Time Log – **Due Tuesday, April 7**
- Oral Presentation – **Begins Tuesday, May 12**
- Visual Aid(s) – **Due the day you give your presentation**

If you have a question, please contact the Senior Project Coordinator, Mrs. Clark, at tclark@seattlelutheran.org.