

# *HOPE for Hyndman Charter School*



## *Graduation Project Handbook Grades 9-12*

Student Name: \_\_\_\_\_

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## **A Brief Overview**

### **What is a Graduation Project?**

The Graduation Project's main focus is on career exploration and is a culmination of your work from grade 9 to grade 12. Upon entering 9<sup>th</sup> grade, each student will have an advisor assigned to them to assist with this process. This project will challenge your abilities, stretch your limitations, and teach you to think beyond your comfort zone. The Graduation Project consists of five major components: a career portfolio, a career research project, Culminating project of your choice, the paper, and the presentation. This handbook includes all of the forms you will need to complete your graduation project.

### **Pennsylvania Department of Education Guidelines:**

Each school district, including a charter school, shall specify requirements for graduation in the strategic plan under 4.13 (relating to strategic plans). Requirements through the 2015-2016 school years must include completion of a culminating project. The purpose of the culminating project is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding.

### **The Career Portfolio:**

The Career Portfolio will begin during your 9<sup>th</sup> grade year. A list of the specific items needed is given further in this document The Career Portfolio will be built upon every year until graduation.

### **The Career Research Project:**

The Career Research Project will take place during your 10<sup>th</sup> grade year. To satisfy the requirements of the Career Research Project, you must complete the following tasks:

- Research a career of your choice and compose a paper that displays your findings.  
\*\*The Career Research Paper rubric will be given in your 10<sup>th</sup> Grade Career Exploration Course. \*\*
- Job shadow at least one person in your field of interest. Document your experience using the Job Shadowing Packet.
  - If a job is not available within a 150 mile radius, you may interview an individual who currently works in your field of interest. You must document your interviews by printing or submitting your written questions and answers from your interview.

### **The Culminating Project:**

The Culminating Project is an original and expressive project that ties in with your interests or your career choice. To satisfy the requirements of the Career Research Project, you must complete the following tasks:

- Choose a project that extends your learning, stretches your potential, and challenges your abilities. What that may be is up to you.
- It may either assist you in meeting your career goal OR be a project that gives back to the community.
- Be a minimum of 30 hours in length
- Your project must be approved by your Advisor, Mentor, and the CEO before you proceed with the implementation.

### **The Paper:**

The paper will be completed during the senior English class under the supervision of the senior English teacher. The paper will be graded as part of the senior English class, but will be included in the graduation project. To satisfy the requirements of the graduation project, you must complete the following tasks:

- It is a 3-5 page reflective essay.
- The paper must relate to the entire project.
- The paper must be included in the graduation project packet.

### **The Presentation:**

Finally, you will present your culminating project to a panel of judges. This is your opportunity to present all of the work you have done for the culminating project. The panel of judges will use the Presentation Evaluation Form. To satisfy the requirements of the graduation project, you must complete the following tasks:

- You must prepare a 10-15 minute presentation to meet the requirements on the Presentation Evaluation Form.
- You will be required to utilize a modern media visual aid to assist in the understanding of your culminating project.

\*Please allow up to 4 weeks for grading and processing of your project once all paperwork and activities are complete in this packet.\*

## Graduation Project Agreement

### **I. Student Applicant:**

I agree

- to adhere to the schedule and timeline set forth in the Graduation Project Handbook.
- to document my progress with the forms provided.
- to follow all the guidelines (which I have read and understand) established for my Graduation Project.

I understand

- that the quality of my completion of Graduation Project (pass or fail) will be noted on my transcript.
- that successful completion and an acceptable presentation of the Project are required for graduation.
- that the school may not be liable for any injuries that I may sustain as a result of this Project.

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**Signature of Student Applicant**

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**Date**

### **II. Parent/Guardian**

I have read the Overview and Project Proposal and have discussed them with my son/daughter. I realize that the school cannot directly supervise him/her and understand that the school may not be liable for any injuries that he/she may sustain as a result of this project. I understand that it is my son's/daughter's responsibility to inform me of any changes in the proposal made after my signature.

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**Signature of Parent/Guardian**

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**Date**

## Faculty Advisor Approval Form

The Graduation Project is a vital part of every student's education at HOPE for Hyndman Charter School. Every student needs a faculty advisor to help oversee his or her Graduation project completion. As a faculty advisor you will be expected to:

- Lead and guide the student
- Assist with and help ensure the deadlines are met
- Ensure the paperwork is completed and turned in properly
- Consult regularly with the student to discuss the project

As a faculty advisor I agree to help, \_\_\_\_\_, with the  
*Student Name*  
completion of the required Graduation Project.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Faculty Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

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CEO Signature \_\_\_\_\_ Date \_\_\_\_\_

## Career Portfolio Checklist

The Career Portfolio is a cumulative collection of your best work at HOPE for Hyndman Charter School. It may contain pictures, examples of writings, tests, research papers, certificates, community awards, athletic awards, acceptance letters, etc. The Portfolio must contain the following for completion of your senior project:

- Title Page
- Table of Contents
- Introduction Letter
- Awards/Certificates Section and a list of extracurricular activities
- Cover Letter
- Resume
- Job Application
- Interest Inventory Results (2)
- Job Shadowing Confirmations (2)
  - Reflections on Job Shadowing
- Community Service Forms (40 hours)
- Future Career Goals
- College and Career Fair Verification Form
  - Reflection about Fair
- Mock Interview Report
- Practice interview with an adult about his/her career
- Career Research Paper (1 or 2)
- Personal Budget based on career choice
- Current Copy of Transcript
- \*\*College Search
- \*\*Financial Aid Research
- \*\*Record of College Visits
- SAT Test Results, PSAT Test Results, and/or ASVAB results
- Student Autobiography
- Sample of Student Writings (3)
- Letters of Recommendation (2 = 1 educational and 1 character)
- My High School Academic Plan

## **Career Research Project**

You will be researching a career of your choice with the help of your Personal Development Mentor. This project will be introduced and completed during your 10<sup>th</sup> grade Career Exploration course. You will explore and investigate the job responsibilities, skills, education, working conditions, salary, and job outlook about your chosen career.

To satisfy the requirements of the Career Research Project, you must complete the following tasks:

- Research a career of your choice and compose a paper that displays your findings.  
\*\*The Career Research paper rubric will be given in your 10<sup>th</sup> grade Career Exploration course. \*\*
  
- Job shadow at least one person in your field of interest. Document your experience using the Job Shadowing Packet.
  - If a job is not available within a 150 mile radius, you may interview an individual who currently works in your field of interest. You must document your interviews by printing or submitting your written questions and answers from your interview.



## Culminating Project Proposal Form

Before you begin your project, this form must be completed and submitted to your faculty advisor, mentor, and the CEO, for approval.

Student Name \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Project Title: \_\_\_\_\_

1. Description and purpose of your project:

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3. List the necessary resources and/or supplies for your project:

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4. Set goals for completing your project with projected deadlines.

Timeline	Projected Deadlines
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The project proposal form must be signed by the CEO before a facilities use form can be signed and granted. Please take a copy of this form with your completed facilities use form when submitting.



HOPE for Hyndman Charter School Graduation Project  
Presentation Evaluation Form

Student Name: \_\_\_\_\_ Evaluator: \_\_\_\_\_  
Project Title: \_\_\_\_\_

Use this scale to rate:	Exemplary	Proficient	Passing	Needs Improv	Little to No Effort	Not Evident
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Content</b>						
1. Introduction-stated purpose of presentation, is original, creative, and grabs attention of audience.						
2. Informs audience of the process used to complete the senior project.						
3. Main ideas and points supported by appropriate details.						
4. Organization						
5. Describe experiences learned throughout the project in a logical order.						
6. Conclusion- Original, creative, and creates a sense of closure for the audience.						
<b>Delivery</b>						
1. Nonverbal Communication-maintains eye contact, posture, and body language.						
2. Verbal Communication-clear enunciation, tone, and volume.						
3. Verbal Communication – Use of grammar						
4. Appearance of speaker (professional-no jeans, t-shirts or sneakers).						
<b>Visual Aids</b>						
1. Visible to entire audience and is professionally designed.						
<b>Question and Answer</b>						
1. Impromptu Skills-fluency, confidence, and ease with which the student responds.						
<b>Subtotal</b>						
Length (10-15 minutes)						Length
Deductions						
➤ Under 6 min. = -3pts.						
➤ > 20 min = -3 pts.						

TOTAL SCORE: \_\_\_\_\_/65                      Pass: \_\_\_\_\_                      Revise: \_\_\_\_\_

A score of at least 52 is required to pass the presentation.

Requirements	Possible Points	Earned Points
Focus <ul style="list-style-type: none"> <li>➤ Stays on topic</li> </ul>	10	
Content <ul style="list-style-type: none"> <li>➤ Includes an effective introduction and thesis statement</li> <li>➤ Explains the interest/purpose of the project</li> <li>➤ Describes the processes involved in completing the senior project</li> <li>➤ Describes challenges encountered during completion of project</li> <li>➤ Includes a personal reflection of the learning experience</li> <li>➤ Includes a strong conclusion</li> </ul>	30	
Development <ul style="list-style-type: none"> <li>➤ Describes the project using supporting evidence and examples</li> </ul>	10	
Organization <ul style="list-style-type: none"> <li>➤ Maintains logical order and transition of ideas</li> </ul>	10	
Style <ul style="list-style-type: none"> <li>➤ Demonstrates control of language, stylistic techniques and sentence structures to create a consistent, formal and effective tone</li> </ul>	10	
Conventions <ul style="list-style-type: none"> <li>➤ Controls sentence formation</li> <li>➤ Contains few errors in grammar, usage, spelling and punctuation</li> </ul>	20	
Paper Format <ul style="list-style-type: none"> <li>➤ 3-5 pages</li> <li>➤ Standard typing paper (8 ½ x 11 inches )</li> <li>➤ Black ink</li> <li>➤ One-inch margins (top, bottom, left and right)</li> <li>➤ Times News Roman, 12 pt. Font</li> <li>➤ Double spaced</li> <li>➤ Student's last name and page number at top right corner of each page</li> <li>➤ Title page containing student name, faculty advisor, project title and date</li> <li>➤ Any necessary forms stapled behind the paper</li> </ul>	10	
Meeting Paper Deadline <ul style="list-style-type: none"> <li>➤ Deduct five points for each day late</li> </ul>		
<b>Student must receive a score of at least 80 points to pass</b>	100	

	Component	Due Date	Complete	Incomplete	Advisor Signature
Ninth Grade	Career Portfolio started	Last Friday of October			
	Faculty Advisor Form	Last Friday of October			
	Graduation Project Agreement Form	Last Friday of October			
Tenth Grade	Job Shadow Host Form	Last Friday in October			
	Job Shadowing	Last Friday in March			
	Job Shadowing Reflection	Last Friday in April			
	Career Research Paper	Last Friday in May			
Eleventh Grade	Culminating Project Proposal Form	Last day of Third Marking Period			
Twelfth Grade	Culminating Project Log	Last Friday in October			
	3-5 page Reflective paper	First Friday in December			
	Graduation Project Presentation	Spring of Senior year			
	Career Portfolio	Last Friday in April			

After you have successfully completed all of the requirements for the Graduation Project, your Mentor must complete the following form.

You are responsible for submitting this signed form to the Mentoring Department in order to qualify for graduation; this form will be part of your permanent record.

I, \_\_\_\_\_ verify that \_\_\_\_\_  
*(Mentor)* *(Student's Name)*

has satisfied the Pennsylvania State graduation project requirements as defined in HOPE for Hyndman's Graduation Project Handbook with a score of at least an 80% on the written and oral assessment forms. All necessary documentation has been submitted and approved.

Title of student's project: \_\_\_\_\_

Date of project completion: \_\_\_\_\_

Mentor signature: \_\_\_\_\_ Date: \_\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_