

SENIOR PROJECT SCHEDULE DEADLINES

2010-2011

The 1/4 credit for Senior Project will appear on your fourth quarter report card. SENIOR PROJECT is a REQUIREMENT for GRADUATION -- if you have not completed a total of 36 HOURS at your Project OR SUBMITTED YOUR LOG, YOU WILL NOT RECEIVE YOUR DIPLOMA. YOUR TRANSCRIPTS WILL BE WITHHELD UNTIL WE RECEIVE THE SPONSOR EVALUATION. Students must make copies of their logs if they desire to keep them for their records. All logs and evaluations become the property of Notre Dame Academy upon submission. Students will be permitted to see their evaluations at the discretion of their Advisors.

January 10	<p>Preliminary meeting:</p> <ol style="list-style-type: none"> 1) Students will receive Senior Project directives. 2) Students should begin looking for a project site.
March 2	<p>Initial Forms Due:</p> <ol style="list-style-type: none"> 1) Place must be finalized for SENIOR PROJECT and RELEASE FORM (with EXCEPTION FORM if needed) is due with all signatures collected. 2) Many Sponsors have additional forms they will need you to complete. It is your responsibility to inquire into this and complete any necessary forms in a timely manner (NB-Mercy Health Partners has made their forms available to us and these are located in the Public Folder in the Senior Project folder.).
March 9	<p>Review of Rough Draft of Goals and Distribution of Sponsor Letter Packet:</p> <ol style="list-style-type: none"> 1) The student plans to meet individually with her Faculty advisor who assists her in determining and setting initial project goals. 2) Student receives Sponsor Letter Packet (one packet per location) from her advisor. 3) Students will complete final copy of GOAL SETTING LETTER.
March 16	<p>Sponsor Letter Packet Due:</p> <ol style="list-style-type: none"> 1) Following the directives included with the Sponsor Letter Packet, students turns in the material to be mailed to their ADVISOR for checking, needed signatures, and mailing.
April 13	<p>Senior Project Sponsor Contracts due back to school from sponsor:</p> <p>NB – while students are responsible for mailing these to their Sponsor, they are not held responsible for their return. If students want verification of the return they must complete the bottom portion of the Sponsor Contract with both their and their Advisor’s names</p>
May 4	<p>Confirm with Sponsor:</p> <ol style="list-style-type: none"> 1) Students should Call their Sponsor to make certain Senior Project Information packet arrived. Plans and arrangements are to be confirmed at this time.
May 9-17	<p>Senior Project:</p> <ol style="list-style-type: none"> 1) Students will be out of school working at Senior Project. (36 hours) 2) Maintain the SENIOR PROJECT LOG during the Project and be prepared to turn this in to Advisor on Senior Project Sharing Day 3) Seniors will give the SPONSOR EVALUATION form to their Sponsor to be completed AT THE CONCLUSION of Senior Project.
May 18	<p>Senior Project Sharing in Advisee Group:</p> <ol style="list-style-type: none"> 1) Students will meet with Advisee Groups and share their experiences and turn in their STUDENT LOGS.

RATIONALE and RESPONSIBILITIES

TO: Students, Parents, Sponsors and Faculty

RATIONALE:

The Senior Project, a requirement for graduation, is based on the belief that through direct experience, students can most effectively learn about the various professions and the responsibilities of the people involved in them. By exposing the student to meaningful opportunities within the community, which not only permit, but encourage her to apply the knowledge and skills learned in school, we seek to provide added meaning and significance to her formal education.

We believe that this project serves both the student and the community. Successful experience will broaden the student's perspective and heighten her awareness of the relationship between the individual and the community. The project also provides an excellent opportunity for the professional men and women of the community to play a more active role in today's secondary education and to help bridge the gap between the theories of the classroom and their practical application.

PURPOSES:

The purposes of the Senior Project are as follows:

1. To broaden the educational experiences of the student by exposing her to experiences, people, issues, and ideas which are not part of the ordinary classroom experience
2. To provide an opportunity for the student to engage in a project under the direction of a Sponsor who is an experienced professional, thus allowing maximum personal development of the student.

RESPONSIBILITIES:

The student's responsibilities are:

1. To make a choice for the Senior Project that corresponds with her possible career interests.
2. To discuss her choices with her parents.
3. To work with faculty advisor who will guide her.
4. To secure a Sponsor willing to offer on-site opportunities.
5. To secure necessary signatures from parents, faculty advisor, and sponsors.
6. To develop appropriate goals for Senior Project.
7. To meet all deadlines as determined by the Senior Project Committee.
8. To participate in a minimum of thirty-six (36) non-pay hours at her project location.
9. To keep a daily written log about her senior project.
10. To send a follow-up "Thank You" note to her Sponsor at the end of Senior Project and make sure that the school receives the sponsor's evaluation.
11. To share insights gained through the experience with fellow students and respective Faculty Advisor.

The Sponsor's responsibilities are:

1. To provide thirty-six (36) hours of worthwhile activities in accord with the student's capabilities and interests.
2. To supervise the student while she is on the project.
3. To help the student attain the goals previously determined.
4. To evaluate the student's efforts on the proper evaluation form provided.
5. To send in the evaluation form by the designated date.

The Faculty Advisor's responsibilities are:

1. To assist the student in finding an appropriate opportunity and Sponsor.
2. To read and approve the student's goals and direction for her project.
3. To complete the appropriate information as requested by the Senior Project Committee.
4. To encourage and guide the students to meet all deadlines.
5. To phone the Sponsor during Senior Project to check on student's progress.
6. To evaluate the student's efforts through the submitted logs and evaluation, and to attend the Project Sharing session at the end of the Project.

The Parents'/Guardians' responsibilities are:

1. To discuss the student's career plans with her and to assist her in finding an appropriate project site.
2. To grant permission for the student to participate in the Senior Project Experience.

HOMEROOM: _____

SIGNATURE OF ADVISOR: _____

RELEASE FORM

MY DAUGHTER, _____ has my permission to participate in the Senior Project of her choice during the specified dates.

Dates Participating: May 9 - May 17 (7 school days - 36 hours)

Senior Project Location: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Sponsor Contact Person: _____ Dates at location: _____
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Senior Project Location #2: _____ (If a second place is needed, you must complete <u>Senior Project Exception Form</u> as well) Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Sponsor Contact Person: _____ Dates at location: _____
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As a parent/guardian, I release Notre Dame Academy, Catholic Youth & School Services, and any associated person or agency from any claims in consideration for the opportunity to participate in this program.

SIGNATURE OF PARENTS: _____

Home Phone Number: _____

Business Phone Number: _____

As a student I agree to:

1. Meet all deadlines concerning Senior Project
2. Successfully complete 36 hours, equivalent to 1/4 credit required for graduation
3. Keep Daily Log during Senior Project
4. Participate in Project Sharing on Wednesday, May 18th, 2011
5. Send a Thank-You note to my Sponsor at the end of Senior Project

SIGNATURE OF STUDENT: _____

Date: _____

****NOTE**

If you plan to work with a Doctor or Nurse, be sure to call the volunteer services department of any hospital where that person may plan on taking you and see what requirements they have for volunteers.

