

SENIOR PROJECT SCHEDULE DEADLINES**2011-2012**

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 9	Preliminary meeting: 1) Students will receive Senior Project directives. 2) Students should begin looking for a project site.
March 7	Initial Forms Due: 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
March 14	Review of Rough Draft of Goals and Distribution of Sponsor Letter Packet: 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 21	Sponsor Letter Packet Due: 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 4	Senior Project Sponsor Contracts due back to school from sponsor: 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
May 2	Confirm with Sponsor: 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 7-15	Senior Project: 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 15	Senior Project Sharing in Advisee Group: 1) Students will meet with Advisee Groups and share their experiences and turn in their STUDENT LOGS .