

Columbus High School Magnet

Senior Project

Handbook

2022-2023



Principal: Dr. Marvin Crumbs

Magnet Program Coordinator: Wendy Henderson

Senior Project Coordinator: Liz Albright

The mission of Columbus High School is to prepare students to become well-rounded contributing members of society by providing an academic, social and ethical environment, which promotes success and leads to the desire for lifelong learning.

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ACCESS A DIGITAL COPY OF THIS HANDBOOK ON THE SCHOOL'S WEBSITE:
<http://www.columbushighga.org/academics/>

Dear Student,

You have reached an important stage in your magnet experience here at CHS. It is time to begin your Senior Project. I am often asked to explain the purpose of the Senior Project. I like to think of it as a four year long time management assignment. The first three years you learn the skills (research, writing, organization, presentation, and time management) and in your senior year you apply what you have learned. The Senior Project gives you the opportunity to choose an area of study through which you will demonstrate the skills you have learned during your time at CHS while learning something new.

During your junior year, you will select a topic and begin planning your project. Once you have decided what you want to do, you will need to do some research to find out more about your topic and what you might expect to learn in the process. You will also need to find a mentor to guide you through the project. You will work with your mentor for twenty of the fifty hours required for the project. Your mentor will help you plan your experience using the Proposal Packet. When your proposal has been approved, you will receive a Senior Project Contract outlining your learning goals and specific requirements for your Senior Project. Senior Project forms must be completed and returned to the coordinator before you may begin work on your project.

During your senior year you will present your progress on the Senior Project in a series of in class presentations. You must also create a digital portfolio of your progress, as well as meet any requirements stated in your contract. The digital portfolio is where you will keep the evidence of your project. Your digital portfolio will be evaluated at each of the presentations.

The final stage of the Senior Project occurs during the spring semester (usually in April). It is at this time you will share your project with members of the faculty and/or community at our Senior Project Boards/Symposium Night. In this presentation you will demonstrate to the faculty and/or community members what you have accomplished in your area of study as well as demonstrate the skills acquired through four years of study in the magnet program at CHS.

Although the task before you may seem overwhelming, be assured that with planning, dedication, time management, and hard work, you will achieve success! You will be able to look back on your project with a sense of pride in your accomplishments and yourself. I wish you an enjoyable and memorable senior year.

Sincerely,

Ms. Liz Albright
Senior Project Coordinator
Albright.elizabeth.g@muscogee.k12.ga.us

SENIOR PROJECT FREQUENTLY ASKED QUESTIONS

Why do we have to do a senior project?

- Think of it as a four-year long time management assignment. The first three years you learn the skills (research, writing, organization, presentation, and time management) and in your senior year, you apply what you have learned.
- CHS is certified by the Senior Project[®] Center.
 - Colleges & Universities know that a certified project meets certain criteria. Therefore, admissions officers understand the effort you have put into your senior project, as opposed to one that is not certified.
- Your Senior Project should help you in the college admissions process and impress the scholarship committees.
 - If you choose a topic that highlights your talents or helps to prepare you for your major, you should be able to use it to your advantage in your essays and interviews.

What are the requirements of the Senior Project?

- During your junior year, you will choose a topic and begin looking for a mentor in that field.
- During your junior year, you will complete the Proposal Packet and submit it to your English teacher who will submit it to the Senior Project Coordinator.
- If your proposal is approved, you will receive your contract in the spring.
- Your contract will explain what is required for your specific topic.
- During the summer between your junior and senior year, you are strongly encouraged to work on your senior project with your mentor.
 - By the end of your project, you must complete at least 50 hours.
 - 20 of those hours must be with a mentor.
- During your senior year, you will present your progress on the Senior Project in a series of presentations across two phases. Each phase is made up of three grades; your presentation grade, your digital portfolio grade, and your product/performance grade. Your Humanities teacher may also assign other mid-phase checkpoints and grades.
 - Expect to present Phase 1 near the end of October or beginning of November.
 - Expect to present Phase 2 in early March.
 - You are likely to have mid-point checks in September and January.
 - Senior Project Boards Night/Symposium will be in April.
- You must also create a digital portfolio of your progress, as well as meet any requirements stated in your contract. You will have a digital portfolio for logs, contract requirements, calendars, and photo/video evidence. Your Humanities teacher will walk you through how to set this up the first week of school of your Senior year.

- Spring term (usually in April) you will present your final phase to members of the faculty and/or community at our Senior Boards/Symposium Night.

What is the easiest topic?

- The easiest topic is a topic in which you are truly interested. Choosing a topic because someone else thought it was easy usually does not work out to be the easiest one for you.
- If your topic is not something that interests you, it will seem like work or a chore.
- However, if you choose something that interests you, the time seems to fly.

I have no idea what I should do. Where do I begin?

- Please stop by and speak with our Senior Project Coordinator in room 211.
- She will work with you in selecting the topic that will be the best one for you.

How much does it cost?

- Cost depends on the topic you choose.
- We **STRONGLY** encourage you to choose a topic with minimal costs.
- You **MUST** discuss this aspect of your topic with your parents/guardians.
- **ALL** project will require a financial commitment. You cannot submit a proposal with a budget of \$0.

How do I find a mentor?

- Find someone in our community who works as a professional or semi-professional (they should have licensure or certification or similar credentials) in the field you want to study. Contact them, explain the program, and ask if they will serve as your mentor.
- Look for classes in the community that are offered in the subject you are doing. Many times the teachers of those classes will agree to serve as your mentor.
- Network! Have your parents to ask their friends and coworkers if they know of someone who might serve as your mentor.
- Ask a senior who is currently studying that topic.
- Mentors must be over 21 years old. You may not choose a relative or family friend.
- See the Senior Project Coordinator if you are unsure if your mentor will be approved.

PLANNING

“Organizing is what you do before you do something,
so that when you do it, it is not all mixed up.”

– A.A. Milne

The following pages will guide you in the process of
planning your Senior Project.
Your Senior Project Proposal is the blue print by which you
will build your project!



TIMELINE FOR COMPLETION OF SENIOR PROJECT

JUNIOR YEAR:

March 31: Proposal Packets are due. **You must keep a copy of all your paperwork for your records—what you submit will NOT be returned.**

April to May: Juniors will be notified if plans are approved.

May: Juniors will receive Senior Project Contracts that must be signed by parents, students, and mentors. **Keep this signed copy and provide a copy to the senior project coordinator.** You may begin logging hours for your senior project once you receive your contract but not before.

May: Students must have an approved Senior Project on file with the Senior Project Coordinator. Contracts must also be on file.

Summer: Students should begin work on their projects, document all work on the learning log, take many photos of progress, and record video evidence while working on the project. You should have several pictures and at least one video of you working on EACH contract requirement.

NOTE: Each phase of the Senior Project must be completed on time. Failure to meet the requirements at any level will result in grade penalties or threaten your ability to graduate. **There is an automatic 30-point grade penalty for senior project work submitted late.** Students must meet all requirements to graduate from the CHS Magnet.

GETTING STARTED

STEP 1: Choosing a topic

- This is a decision you and your parents should make together.
- Look at the list of past topics on the next page to get ideas.
- Choose two or three topics that interest you and do a little research.
- Are there enough resources for you in Columbus?
- How much would it cost?
- Could you find a mentor?
- Consult the Sample Contract Binder available in Room 211 to see what the projects you are considering require.
- Discuss your findings with your parents and narrow it down to your final choice.

Step 2: The Proposal Packet (This will be a graded assignment in your 11th grade English class. Proposals are due March 31st). The Proposal Packet can be found on pgs. 11-15

- If you chose a topic that is not listed on the next page, you will need to see the Senior Project Coordinator in Room 211 in order to make sure it is an acceptable project, before you complete the proposal packet. If you skip this step you run the risk of having your proposal rejected in the spring.
- If you chose a topic from the next page, your next step is to complete the Proposal Packet.
- The Proposal: (Make sure to save a copy of this essay for your own records)
- This should be a typed essay; at least 2 pages in length. Please use MLA format with your Homeroom Teacher's name for the instructor's name. This essay should contain the following:
 - What is your topic?
 - Why is this topic important to you? How could this project benefit others?
 - What do you hope to learn from this process?
 - What will your final product be? (What will you present to the faculty and/or community on Senior Boards/ Symposium night?)
 - Who have you chosen as a mentor? What are the mentor's qualifications?
 - What resources will you need to complete the project?
 - Conclude with your final argument as to why you believe your project should be approved.
- Mentor Information Sheet
 - Have your potential mentor complete this page & sign it. All signatures must be original – photocopied/faxed/scanned signatures will not be accepted.
 - All information is required.
- Parent Agreement
 - You, your parent/guardian, & mentor must complete this page & sign it. All signatures must be original – photocopied/faxed/scanned signatures will not be accepted.
 - All information is required.
- Student Commitment
 - Complete this form & sign it. All signatures must be original – photocopied/faxed/scanned signatures will not be accepted.
 - All information is required.
- Budget
 - This page must be completed by you and your mentor and signed by you, the mentor, and your parent/guardian.
 - Understand that this is an estimate and that your actual budget might change as your project progresses.

WHAT ARE SOME POSSIBLE TOPICS?

A Senior Project should be something new to you. The goal is to stretch yourself and get outside your comfort zone. The following is a list of topics that have been done by seniors in the past. If your topic is not listed below, please see Ms. Albright (Room 211) to make sure it is an acceptable topic BEFORE the proposal deadline.

- | | |
|--|--|
| Animation 🏷️ ⚠️ 😊 | Masonry |
| App Development 😊 | Mosaics |
| Archery 🏷️ | Musical composition/production (w/ prior musical experience) 😊 |
| Architecture 😊 | Painting |
| Authorship (book, play, etc.) ⚠️ | Photography 🏷️ |
| Aviation 🏷️ 🏷️ | Pottery ⚠️ |
| Auto restoration 🏷️ | Quilting |
| Backpacking | Radio Broadcasting |
| Ballroom Dance | SCUBA ⚠️ ⚠️ 🏷️ 🏷️ |
| Bee Keeping ⚠️ | Sewing 🏷️ |
| Boxing ⚠️ | Sign language |
| Broadcasting 😊 | Stained glass |
| Carpentry | Tae Kwon Do 🏷️ |
| Computer/web design 😊 | Taxidermy |
| Cooking/Culinary Arts 🏷️ | Tumbling 🏷️ |
| Costume/Fashion design 😊 | Video production 😊 |
| Crochet/Knitting | Voice (*special permission needed) |
| Cycling ⚠️ | Webpage design |
| Dance/choreography ⚠️ | Welding |
| Directing | Wood working/carpentry 🏷️ |
| Dog Training | |
| Drawing | |
| Event Planning 😊 | |
| Floral Design | 🏷️ \$500-1000 |
| Fly Fishing ⚠️ | 😊 Hard to find a mentor |
| Graphic art/design | ⚠️ Seasonal-most done in summer |
| Horseback riding 🏷️ | ⚠️ Time consuming or hard to get hours |
| Interior design | |
| Jewelry making 😊 | |
| Kayaking (rafting) ⚠️ | |
| Knife Making 😊 | |
| Landscaping ⚠️ 🏷️ | |
| Learn a language (not taught at CHS) 😊 | |
| Learn a musical instrument ⚠️ 🏷️ | |
| Macramé | |
| Martial arts (this will be very limited) 🏷️ ⚠️ | |

*If your desired project is not on this list you must first meet with Ms. Albright for pre-approval. If you do not meet with Ms. Albright for pre-approval your project will be denied.

STUDENT & MENTOR RESPONSIBILITIES

Student Responsibilities:

- Secure an appropriate mentor.
- Complete all required forms and agreements.
- Be punctual for all mentor sessions.
- Be punctual for all presentations.
- Communicate with mentor and Humanities teacher as needed.
- Complete 20 hours with your mentor.
- Fulfill all elements of your contract.
- Write a mentor thank you note before the end of Phase 2.
- Present your Senior Project on Boards/Symposium night.

Mentor Qualifications and Responsibilities:

- Mentor must be a professional or semi-professional in the field.
- Mentor must be at least 21 years of age.
- Mentor cannot be a family member or stepfamily member.
- Mentor advises and assists student in planning and developing the project.
- Mentor evaluates student's progress, project, portfolio, and time management.
- Mentor signs and completes all evaluation forms.
- Mentor states on video the name of the student, total hours worked with the student and amount of progress for each phase.
- Mentor contacts Senior Project Coordinator (in a timely manner) to discuss any issues related to the project or student performance.

INTEGRITY

- ✧ All hours must be documented through the Digital Log
- ✧ Monthly Log Verification Signature Sheets that are missing signatures will not be accepted and those hours will NOT count.
- ✧ **ANY ATTEMPT TO FALSIFY HOURS OR FORGE THE SIGNATURE OF PARENTS OR MENTORS WILL RESULT IN DISCIPLINARY ACTION AND THE HOURS IN QUESTION WILL NOT COUNT.**
- ✧ You are expected to complete the work on your project yourself. Having others complete portions of your work, copying the work of others, plagiarism, cheating or misrepresentation of any kind will result in penalties or disciplinary action.
- ✧ Your CHS Integrity pledge also applies to the Senior Project.

COLUMBUS HIGH SCHOOL SENIOR PROJECT PROPOSAL PACKET



PART 1: ESSAY

Write an essay that answers the questions below using MLA format. The heading should be in MLA format using your Homeroom teacher's name, since you do not know whom you will have for Humanities until your senior year. **You must keep a copy of this essay in your Senior Project Digital Portfolio.** Essays should be a minimum of two pages (2) typed and double-spaced.

The essay should address the following questions: (consider each of these a paragraph)

- What is your topic and why is this topic important to you?
- How will learning about this topic benefit you in the future? How can you use your topic to benefit others?
- What skills will you learn during this process? (skills specific to your topic)
- Who will serve as your mentor? How did you find this person? What makes them qualified to mentor you in this area?
- What will your final product or performance look like at the end of your project?
- What other resources (other than your mentor) will you use while working on your project?
- Finally, give your final argument expressing why your topic should be approved.

PART 2: FORMS

Complete the remainder of the Senior Project Packet, which can be found on the following pages. Please make sure that all forms are complete and signed by you, your parent, and mentor before they are turned in. **You must keep a copy of ALL parts of the Senior Project Packet for your digital portfolio.**

- Mentor Information Sheet
- Parent Agreement
- Student Commitment
- Budget

For questions, please contact:

Liz Albright
Senior Project Coordinator
Albright.elizabeth.g@muscogee.k12.ga.us
Columbus High School, Room 211
Available Hours: 1st, 4th, Homeroom

MENTOR INFORMATION SHEET

Student Name _____

Project Category _____

**Homerroom (ILT)
Teacher Name** _____

Mentor Name _____

Mentor Address _____

Mentor Phone Numbers _____

**Mentor Email
Address** _____

Are you over age 21? _____

Are you related in any way to this student? _____

Are you willing to mentor this student for a minimum of 20 hours throughout the duration of the Senior Project? _____

Mentor Qualifications: (should have professional qualification)

What experience do you have in this project category?

Mentor's Signature & Date

Student's Signature & Date

Parent's Signature & Date

PARENT AGREEMENT

Student Name: _____

As the parent/guardian of a Senior at Columbus High School, I am aware the Senior Project is a requirement for graduation from the Columbus High Magnet. Each component (proposal packet, product/performance, portfolio, class presentations and Senior Project Boards/ Symposium Night) must be completed on time with a passing score in order for my student to participate in graduation.

As a Senior Project, my student has chosen: _____

I confirm that this is a new skill for my student.

I approve the mentor listed below and give my child permission to work with him or her for a minimum of 20 hours. I take full responsibility in the choice of this mentor and understand that CHS is in no way responsible for my choice of mentor.

Mentor: _____

Mentor's Phone #s _____

While I expect my child and his/her mentor to demonstrate reasonable precaution to avoid injury, I understand that neither the school district nor the mentor will be held responsible financially or otherwise should an accident occur during my child's participation in this activity.

In case of medical emergency:

Parent/Guardian Name: _____

Phone #s: _____

Name of Insurance Carriers: _____

Other Info: _____

I authorize emergency treatment.

Parent's Signature & Date

Student's Signature & Date

STUDENT COMMITMENT

As a student I agree to the following responsibilities:

- Secure an appropriate mentor:
 - At least 21 years of age
 - Professional or semi-professional in the field (with appropriate licensure or certification)
 - Cannot be a family member or step-family member
 - Will advise and assist in planning and development of the project
 - Will evaluate progress – project, progress and time management (written evaluation and video evaluation)
 - Sign and complete all evaluation forms
 - Contact Humanities teacher or Senior Project Coordinator to discuss any issues that may arise related to the project or student performance
- Complete all required forms and statements of commitment
- Comply with all financial terms and agreements with my mentor by paying for any lessons on time
- Be punctual for all mentor sessions
- Be punctual for all presentations
- Communicate with mentor, Humanities teacher and Senior Project Coordinator as needed
- Fulfill all elements of contract with my mentor
- Write a thank you note before the end of Phase 2 to my mentor

I also agree to complete my Senior Project – proposal packet, portfolio, product/performance, class presentations and Senior Symposium. **I understand that the Senior Project is a requirement from the CHS Magnet and that failure to successfully complete the Senior Project will result in my not participating in graduation.**

I will demonstrate reasonable precaution to avoid injury. I understand that neither the school district nor the mentor will be held responsible financially or otherwise should an accident occur during my participation in this activity.

I confirm that the topic that I have chosen is a new skill and that by giving false information about my past experiences in this area will result in disciplinary action as it is a violation of the CHS integrity policy. I fully accept responsibility for my actions and the responsibility of completing the Senior Project. I will maintain honesty and integrity throughout this experience and fully accept the consequences if I do not pass my Senior Project.

I understand and agree to the CHS Magnet Code of Academic Integrity, and agree to abide by all portions. I will not embarrass myself, family or school by acting inappropriately while participating in my Senior Project on or off campus.

Printed Name: _____

Signature: _____

Date: _____

BUDGET

NAME: _____ TOPIC: _____

Budget must be completed by Student & Mentor

- Does this topic require that I take classes? YES NO
If so, what is the cost of those classes?

- Please list the materials and supplies you will need for this project. All projects require materials and supplies! This section must be completed. Proposals with a budget of \$0 will not be approved.

Materials/Supplies

Cost of materials/supplies (if you already own the item please state that.)

Total for Materials/Supplies

\$ _____

- Total ESTIMATED cost of the Senior Project (Lessons/Classes + Materials/Supplies:
\$ _____

I understand that this is only an estimated cost. The actual final cost of the project may be more or less than this amount.

Mentor's Signature & Date

Student's Signature & Date

Parent's Signature & Date

MAKING CHANGES TO YOUR PROPOSAL/PROJECT

If you make changes to your Proposal/Plan, you must submit a new proposal to the Senior Project Coordinator, Ms. Albright (Room 211).

Making changes after Phase 1 greatly increases your risk of not completing your project phases on time. Please remember that all requirements must be met at each phase of this project. After the first progress report in the first 9 weeks of school, changes to your senior project will not be allowed. If there are extenuating and extreme circumstances, a student may submit an appeal after that date for consideration on a case-by-case basis.

After verification day in August, students may only propose projects that are listed in this handbook.

You may make changes in the following areas by consulting with Ms. Albright:

- **Mentors** (You must notify Ms. Albright with your request and complete a new Mentor information form & have mentor sign/fill out appropriate forms. You may only begin logging mentor hours with a new mentor *after* receiving Ms. Albright's approval on the mentor forms.
- **Budget** Concerns should be addressed with your Humanities instructor, your parents, and your mentor. Written changes must be documented in your portfolio with appropriate signatures and comments, as well as reflected in your digital log and monthly log sheet.

BUILDING YOUR PROJECT

THE FOLLOWING PAGES WILL GUIDE YOU THROUGH YOUR
PROJECT FROM THE CREATION OF YOUR PORTFOLIO TO
SYMPOSIUM NIGHT.

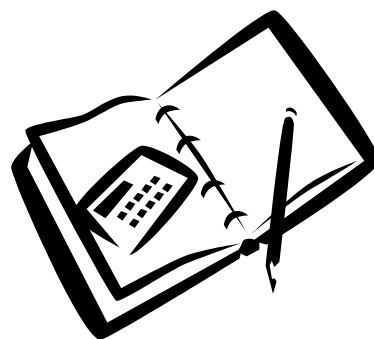
GUIDELINES FOR THE DIGITAL PORTFOLIO

What is the DIGITAL portfolio?

- The digital portfolio is your documentation of progress on your Senior Project.
 - It will be evaluated at each phase.
 - **All evidence for your project will be recorded and documented in the portfolio.**
- Set up the portfolio immediately by creating a Google Folder labeled Senior Project on your SCHOOL Google Drive.
 - The Google Drive folder will all required components of your project.

What should be included in the digital portfolio?

- Proposal Packet
 - Proposal Essay
 - All forms: Budget, Mentor Information, Parent Agreement, Student Commitment
 - Contract
- Mentor Evaluation forms (from all phases)
- Mentor Evaluation videos (from all phases)
- Signed and completed log verification sheet.
 - Form reflects individual hours & mentor hours
 - Must be signed by student, parent, and mentor to verify each month's hours.
- Digital Learning Log – must have a detailed entry for each period of time you work on your project. You will receive your Google Form from your Humanities teacher in August to begin recording these hours, but should maintain a hard copy of them as well for backup.
- Photographs with appropriate dated and typed captions (a minimum of 15 for each phase; photos must show student working on the project & some photos—at least 5 per phase—must include student working with the mentor)
- Video evidence of every phase and skill required in the contract. Video evidence is the most reliable form of proof of completion and progress.
- All videos must be saved immediately after recording to at least 2 sources that do not include your cell phone.
- Receipts, notes, certificates, video, additional evidence, etc.



MONTHLY LEARNING LOG & CALENDAR INFORMATION

- For each phase, you will document the hours you have worked through your Digital Log, and record the total number of hours for each month on the Monthly Log Verification Sheet. Digital Logs and Monthly Log Verification Sheets will be evaluated at each phase as part of the digital portfolio. Your Humanities teacher will also check your Digital Logs monthly, so you must enter your hours promptly after they have been completed.

What is a Digital Log?

- The Digital Log is where you will record the date, time, and a detailed description of the activity.
 - It should state what exactly is done during that time and include at least one of the following:
 - New skills & techniques learned
 - Growth/successes
 - Problems encountered/Challenges
- Any time that you work on your project must be documented in the Log.
- For each month you should have detailed logs that describe the activities recorded on your calendar.
- You must list both the times for each entry.
- If you choose to work in the summer, you will **not** have access to your Digital Log. It is your responsibility to keep a paper record of your hours worked, which you will be able to transfer to the Digital Log in August.

What do I record on the Monthly Log Verification Sheet?

- You record your total mentor and total individual hours for each month.
- Monthly Log sheets must be completed, signed and present in the portfolio at each phase. Signatures are required from you, your parent, and your mentor.
- The number of hours on your Monthly Log Verification Sheet must match the number of hours record on your Digital Log.

What counts as hours for my project?

- Any time that you spend directly working on your project or practicing skills related to the project.
- Any time that you spend working with your mentor on your project.
- Any recitals or performances that you participate in for your project.
- YOU MAY NOT COUNT THE FOLLOWING:
 - Watching TV or online videos
 - Playing video games
 - Listening to music on your iPod, on the radio, or going to a concert
- **If you are unsure if the hours will count you should clear it with your humanities teacher or the Senior Project Coordinator.**

Monthly Log Verification Sheet

Month	Mentor Hours Completed	Individual Hours Completed	Student Signature and Date	Parent Signature and Date	Mentor Signature and Date
May					
June					
July					
August					
September					
October					
November					
December					
January					
February					
March					

PHASE 1

- ✿ Create your digital portfolio.
 - Use the “Guidelines for the Portfolio” page (p. 20) to create your digital portfolio. Your Humanities teacher will help you with this the beginning of your senior year.
 - Items in your digital portfolio should be in the correct order, organized, neat in appearance and complete.
- ✿ Begin working on your project and counting hours.
 - Meet with your mentor.
 - Work on your portfolio.
 - Practice skills learned with mentor.
- ✿ Document. Document. Document.
 - Document all hours on your **digital log**.
 - Be sure to get log verifications signed by your mentor and parents.
 - **Take photographs and video to use as evidence.**
 - ***You MUST have video evidence of hours logged, progress made and of all requirements on your contract.***
 - ***Make sure you document your hours over the summer!***
- ✿ At the end of Phase 1, (after you have completed 25 hours on the project) have your mentor complete the written Mentor Evaluation Form & the Video Mentor Evaluation—see next page.
- ✿ Once school starts back, you will meet your Humanities teacher. You will receive rubrics and more information about the Phase 1 presentation from your Humanities Teacher.

**COLUMBUS HIGH SCHOOL
SENIOR PROJECT
MENTOR EVALUATION
PHASE 1**

Student's Name _____ **Student's Project** _____

Humanities Teacher's Name _____

Mentor: Please circle the points for each category.

Points	18	12	6	0
Attendance	Attends all meetings / classes/ sessions	Attends most meetings / classes/ sessions	Attends few meetings / classes/ sessions	Attends no meetings / classes/ sessions
Attire	Always wears appropriate attire	Usually wears appropriate attire	Rarely wears appropriate attire	Never wears appropriate attire
Initiative	Demonstrates a high level of enthusiasm during meetings/classes/ sessions	Demonstrates an average level of enthusiasm during meetings/classes/ sessions	Demonstrates a below average level of enthusiasm during meetings/classes/ sessions	Demonstrates no enthusiasm during meetings / classes/ sessions
Skill level	Skill level is above average for someone with the student's experience.	Skill level is appropriate for someone with the student's experience.	Skill level is below average for someone with the student's experience.	No skills are evident.
Progress	Student has shown above average progress since the last evaluation (see timetable).	Student has shown average progress since the last evaluation (see timetable).	Student has shown below average progress since the last evaluation (see timetable).	Student has shown no progress since the last evaluation (see timetable).

Total Hours Worked with Mentor: _____

Mentor's Signature _____ Date _____

Comments: _____

MENTOR VIDEO STATEMENT: (This may be recorded by video camera or on your phone)

Today is __ (INSERT DATE __). My name is __ (MENTOR'S NAME) __ and I am mentoring __ (STUDENT NAME) __. I have mentored __ (STUDENT NAME) __ for _____ hours and his/her progress to date has been _____. (Describe progress)

**COLUMBUS HIGH SCHOOL
SENIOR PROJECT
MENTOR EVALUATION
PHASE 2**

Student's Name _____ Student's Project _____

Humanities Teacher's Name _____

Mentor: Please **circle** the points for each category.

Points	18	12	6	0
Attendance	Attends all meetings / classes/ sessions	Attends most meetings / classes/ sessions	Attends few meetings / classes/ sessions	Attends no meetings / classes/ sessions
Attire	Always wears appropriate attire	Usually wears appropriate attire	Rarely wears appropriate attire	Never wears appropriate attire
Initiative	Demonstrates a high level of enthusiasm during meetings/classes/ sessions	Demonstrates an average level of enthusiasm during meetings/classes/ sessions	Demonstrates a below average level of enthusiasm during meetings/classes/ sessions	Demonstrates no enthusiasm during meetings / classes/ sessions
Skill level	Skill level is above average for someone with the student's experience.	Skill level is appropriate for someone with the student's experience.	Skill level is below average for someone with the student's experience.	No skills are evident.
Progress	Student has shown above average progress since the last evaluation (see timetable).	Student has shown average progress since the last evaluation (see timetable).	Student has shown below average progress since the last evaluation (see timetable).	Student has shown no progress since the last evaluation (see timetable).

Total Hours Worked with Mentor: _____

Mentor's Signature _____ Date _____

Comments: _____

MENTOR VIDEO STATEMENT: (This may be recorded by video camera or on your phone)

Today is __ (INSERT DATE __). My name is __ (MENTOR'S NAME) __ and I am mentoring __ (STUDENT NAME) __. I have mentored __ (STUDENT NAME) __ for _____ hours and his/her progress to date has been _____. (Describe progress)

PHASE 2

- ✿ **Keep your digital portfolio up to date.**
 - Items in your portfolio should be in the correct order.
 - Make sure you have recorded ALL evidence in your portfolio, all items are labeled, that it is easy to read and neatly presented.
- ✿ **Continue working on your project and counting hours.**
 - Meet with your mentor.
 - Continue working on your project, showing progress and completing your contract.
- ✿ **Document. Document. Document.**
 - Document all hours on your digital log.
 - Be sure to get the monthly log verification sheet signed by your mentor and parents.
 - Take photographs and video to use as evidence for each contract requirement.
 - Remember that your mentor will need to fill out the written evaluation form for each phase & record the Mentor Video Statement.
- ✿ **Plan ahead.**
 - Re-read your contract.
 - Make sure that you plan ahead in order to meet any special requirements of your contract!
- ✿ **Working on your final product.**
 - In phase 2 many of you will have performance requirements or contests in your area of study. Make sure that you pay attention to deadlines and manage your time so that you are prepared to fulfill these requirements.
- ✿ **Proceed with CAUTION!**
 - Phase 2 will fall between November and March.
 - You must plan carefully in order to make sure you can get enough mentor hours because many people will travel out of town for the holidays!
- ✿ **Put the finishing touches on your final product.**
 - Make sure that you have met ALL elements of your contract.
 - Get your final product ready for your last classroom presentation.
 - This is your time to reflect on your journey and the outcome of your hard work!
 - You will not be cleared to present for Boards/Symposium Night until your Humanities teacher determines that your speech is appropriate, adequate length, all contract requirements met, and professional attire was worn.

(Overview of Final Requirements)



- ✓ Review the Grading Rubric very carefully (this will be handed out in class)
- ✓ Your Contract must be complete BEFORE Phase 2 presentations begin
- ✓ Prepare a 10-12 minute-presentation
- ✓ Mentor Hours Required: 20
- ✓ Total Hours Required: 50 (this includes the 20 mentor hours)
- ✓ Photo Evidence of each contract requirement
- ✓ Video Evidence: You must have video evidence of your work on each contract requirement that demonstrates your proof of progress, you completing each requirement from the contract & provides a record of your senior project from start to finish.
- ✓ Video Evidence must be shown during your Presentation
- ✓ Product or Performance: If your project required you to make a product of some sort, you must bring in those products to show full completion of your contract. Show us the products that demonstrate your most advanced skill level. If you are doing a performance-based project, you must perform the piece/exercise/dance/etc. that demonstrates your highest level of achievement (the most advanced skill level).
- ✓ Mentor Video Evaluation (Your Mentor must state that this is the Phase [x] evaluation & the total number of hours he has worked with you so far)
- ✓ Mentor Written Evaluations (You must have all evaluations from each Phase & they must all be signed by your Mentor)
- ✓ Make sure you have obtained all required Signatures on all of the required forms/logs/evaluations/contracts/etc.
- ✓ Portfolios must be complete & items must be in the order stated on the Grading Rubric
- ✓ If you have had changes to your Contract, those changes must be documented in the Portfolio and signed by the proper individuals (see Sr. Project Coordinator for questions)
- ✓ All students must check technology prior to their presentations (No tech checks on the day of the presentation) TIP: SAVE your files in multiple formats to prevent possible tech failures.
- ✓ You will be required to have a Google Slides Presentation AND A VISUAL AID
- ✓ Your Speech must be well-rehearsed & professional
- ✓ Dress professionally: Your clothing must be the same for Phase 2 In-Class Presentations and Senior Symposium Night.
- ✓ You must arrive 15 minutes PRIOR to your scheduled time to present on Senior Boards/Symposium Night.

Phase 2 — The Speech

Each student's speech will differ; however, listed below are some key ingredients to include

- Before you begin, **introduce yourself**
 - *If you are performing—provide a program (a printed leaflet) that lists the pieces you will be playing
 - *Similarly, chefs will provide a “menu” that includes name of the dish/ingredients, etc.
- Begin your speech with an **engaging opening** (an anecdote; a rhetorical question; an attention-getting fact from your research; an interesting image; a quote)
- Give an **overview** of what your presentation will include
- Tell us **why you chose this project**; What you hoped to accomplish from the outset; What you hoped to learn/experience; etc.
- Discuss **Mentor Information** (His/her expertise in the field; how you met him; why you chose her; etc.)
- Go over your **Contract Requirements** (should all be on a single slide in your PowerPoint) Provide details such as dates & locations for each recital/reception/tournament/etc.
- **Recap your journey to completion** (This could be done by recapping the achievements & challenges from each Phase; or You may want to discuss achievements & challenges with each product/performance/competition) Whatever you decide, make sure it is *logically organized—chronologically—and shows an advancement from beginner level skills to the most advanced*. Along the way, you will be restating how these individual accomplishments have led you to this final phase of **Contract Completion**.
Here are ways you can do this:
 - Show **video evidence** (Tip: Instructional videos can be running throughout the presentation on another TV Monitor)
 - Show **Visual Aids** (Certificates, Books, Recipes, Guides, Evidence of Courses taken, Pictures from Recitals; Completed products; 2D & 3D models; Graphs/Charts; Matted Photos; CD Cover; Cookbook; Portfolio; Book(Novel); Student created-lesson plans/training guides)
 - Discuss in detail your **Mentor Collaboration**; Tell the judges how your mentor has guided you along each phase or each task/achievement
 - **Perform** your most advanced-level pieces; Tell how/why this demonstrates your highest level of achievement
- **Tie it all together**—Here are ways you can do this:
 - **CONTRACT COMPLETION**—Remind Judges that you satisfied your Contract
 - **REFLECTION**—Did you accomplish the goals you made for yourself from the beginning? Have you learned a new skill that you will carry with you beyond high school? Did you overcome challenges you didn't think possible? What have you learned about yourself as a result of Senior Project?
 - **Develop a MEMORABLE CONCLUSION**—Don't say “That's it” or “That's my senior project” Circle back to your Introduction.