



Lahainaluna High School

Senior Project Handbook

Friday, December 6, 2019

Approved: _____

Principal Lynn Kaho‘ohalahala

Date: _____

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ACTIVITY		TIMELINE
Class Meeting for Senior Project <ul style="list-style-type: none"> Receive copy of Senior Project Handbook from Admin 		April 10, 2019
Project Proposal due <ul style="list-style-type: none"> Must be signed by parent/guardian Two copies of proposal required Liability Waiver due		April 24, 2019
Mentor Information & Agreement Form <ul style="list-style-type: none"> Students need to have a mentor no later than Aug. 30 		April 24 - August 30, 2019
Research Paper	Library Research Time <ul style="list-style-type: none"> Senior ELA priority scheduling when class rotations published Slideshow draft shareable link to Senior Project Committee 	Research Lessons: Aug 13 - 24, 2019
	Notepapers	August 31, 2019
	Outline	Deadlines to be Announced by English Department during first week of 2019-2020 school year
	1st draft of Research Paper	
	2nd draft of Research Paper	
	Final Draft Due	
Mentor Hours	First 10 hours + Reflections	Deadlines to be Announced
	Second 10 hours + Reflections	
	Mentor Logs Due <ul style="list-style-type: none"> Record of minimum 20 hours verified mentor signature 	
Presentation	Google Slides slideshow <ul style="list-style-type: none"> with at least eight original photographs documenting student work on the project with at least one photograph of the student and mentor together. 	Deadlines to be Announced
	Formal oral presentation <ul style="list-style-type: none"> Present slideshow before a panel of community members, teachers, administrators, and other staff 	December 6, 2019

Lahainaluna High School Senior Project

For SY 2019/2020 the Senior Project will be completed during Po‘okela with the exception of the research paper (to be completed during Senior English). **The Senior Project will be included as part of the student’s Personal Transition Plan (PTP). The PTP grade is required for a Hawai‘i High School Diploma.** The Senior Project is a summative assessment. It demonstrates what students know and are able to do as they prepare for college or the workplace. It is the culminating project of thirteen years of school, incorporating disciplines across the curriculum.

Project Choices

Each student will choose one of the four following types of project:

1. Community Service Project

Students must devote a minimum of 20 hours developing and implementing a community service project.

2. Self-Development Project

Students will develop a new skill. The skill must be one the student does not have the knowledge or skill base for. The student may not be currently taking a class about the subject. The student will demonstrate the skill by performing it or creating something concrete over a minimum of 20 hours.

3. Career Project

Students will complete an internship of a minimum of 20 hours in the field of study the student intends to pursue after high school or college.

4. CTE Project Based Assessment

Students completing a CTE Project Based Assessment can substitute their CTE PBA in lieu of a Senior Project.

How will this affect me?

The Senior Project is a component of the PTP and English grade.

Seniors must receive a passing PTP and English grade to receive a high school diploma.

Grades for English and PTP will be assigned by respective English and Po'okela teachers, as overseen by the school Curriculum Coordinator.

Choosing a Topic

Carefully consider the following points when selecting your Senior Project topic:

- Will your topic hold your interest?
- Is the project doable in your time frame?
- Will the mentor be available to spend 20 hours with you?
- Will you be able to manage your time and not procrastinate?

You may consider selecting a topic that is related to your CTE Program of Study:

- if you might qualify for the CTE Honors Diploma by having a 3.0 cumulative GPA or higher
- and a B or higher in complete program of study courses.

Students should consult with the CTE coordinator or CTE pathway teacher for options in choosing a topic that may also meet requirements for the CTE Performance Based Assessment (PBA) and/or Capstone course.

Mentor Qualifications and Responsibilities

Mentor Qualifications

- Must be an expert in their field
- at least 25 years old
- not a member of your immediate family.

Students are required to submit a copy of their Senior Project Proposal to their mentor so that the mentor understands the ramifications of their involvement.

Mentor Responsibilities

- Share/create rich learning experiences for Seniors
- Sign off on student hours
- Committing at least 20 hours to mentor a student

Student's Mentor Hours Log Requirements

It is the responsibility of the student - not the mentor to complete the hours log. One mentor hour log must be filled out for each meeting with the mentor.

The Argumentative Research Paper

The argumentative research paper must:

- be at least four complete pages in length
- typed in a 12 point academic font (ex: Times New Roman)
- Typed using MLA format
- Include a cover page and works cited page (in addition to the four page paper)
- The research paper topic should be related to, but does not necessarily need to be all about what you are doing during your mentor hours.

Plagiarism of any form will not be tolerated. All Seniors will be submitting their final essays to Turnitin.

The Presentation

Presentation Information

- Must be done on Google Slides.
- Submit your information including the URL to your slideshow to the online form.
- Keep videos to a maximum of 1 ½ minutes total.
- Presentation should be 8-10 minutes in length, including demos. Expect to answer questions from judging panel.

Include in Presentation

- Title slide: title of your Senior Project, your first and last name, and Po'okela teacher's name.
- A sharing and/or reflection of what you learned and did during your mentor hours and/or during the Senior Project process.
- Tie your research paper in to your presentation.
- At least 8 photos taken of you or taken by you.
- Acknowledgement of your mentor.

Project Day

Senior Project Presentations will be held on December 6, 2019. The presentation is how you will share what you did and learned throughout the Senior Project process with the Lahainaluna community.

Logistics

- All Seniors will report to the library at least 30 minutes prior to their scheduled time block.
- Seniors may park in the library parking lot.
- Seniors will be released to their presentation rooms in groups and will remain in the room until excused by the lead teacher.
- Seniors are to leave campus upon completion of presentation or report directly back to the library.
- All students are expected to be silent while walking to and from presentation rooms.

Scheduling

- Seniors will be randomly placed into their presentation rooms and time slots.
- Any Senior who is unable to make the scheduled date/time must make arrangements with administration.
- Seniors must have completed their mentor hours to present.

Judging Panel

- The judging panel will be comprised of community members, as well as staff members from LHS, LIS, and PNES.
- The judges will be evaluating presentations using the attached rubric.

Attire

- Seniors are expected to be dressed in appropriate presentation attire - school dress code applies, with the exception of student ID.
- Business attire, uniform provided by mentor, or specialized uniform (scrubs, chef coat, lab coat, etc.) are all acceptable.

Senior Project Proposal

(Student Copy)

TO: Po‘okela Teacher

FROM: (Your Name)

DATE: (Current Date)

SUBJECT: Lahainaluna High School Senior Project Proposal

TOPIC: (One or two words describing your project choice)

GOALS/OBJECTIVES: Identify at least three (3) goals that you want to accomplish with this project. At this point what do you see the final product being? How will you know if you have been successful?

PROJECT SIGNIFICANCE: Why is your project worth doing/learning? How much/what do you already know about this topic? How will you challenge yourself in this project (learning stretch)? You have to believe in your project and that it is a worthwhile endeavor.

POSSIBLE MENTOR: List two (2) people or places you could go to inquire about a mentor.

1. _____

2. _____

Parent/Guardian Consent

Date

Lahainaluna Faculty Member's Approval

Date

Senior Project Proposal

(Mentor Copy)

TO: Po‘okela Teacher

FROM: (Your Name)

DATE: (Current Date)

SUBJECT: Lahainaluna High School Senior Project Proposal

TOPIC: (One or two words describing your project choice)

GOALS/OBJECTIVES: Identify at least three (3) goals that you want to accomplish with this project. At this point what do you see the final product being? How will you know if you have been successful?

PROJECT SIGNIFICANCE: Why is your project worth doing/learning? How much/what do you already know about this topic? How will you challenge yourself in this project (learning stretch)? You have to believe in your project and that it is a worthwhile endeavor.

POSSIBLE MENTOR: List two (2) people or places you could go to inquire about a mentor.

3. _____

4. _____

Parent/Guardian Consent

Date

Lahainaluna Faculty Member's Approval

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Lahainaluna High School
SENIOR PROJECT PROPOSAL RUBRIC

	ABOVE PROFICIENT	PROFICIENT	BELOW PROFICIENT
PROJECT SIGNIFICANCE	<ul style="list-style-type: none"> • Student shows a genuine interest in the project and a clear vision • Project is very ambitious and challenging • Details how the project will be beneficial to student and a larger community 	<ul style="list-style-type: none"> • Student shows a genuine interest in the project • Project is reasonably ambitious and challenging • Lists how the project will be beneficial to student and a larger community 	<ul style="list-style-type: none"> • Reason for choice of project and interest in subject area are unclear/missing • Project does not appear to be adequate learning stretch
GOALS AND OBJECTIVES	<ul style="list-style-type: none"> • Identifies at least 3 or more measurable learning goals • Learning goals are challenging, well focused, and relevant 	<ul style="list-style-type: none"> • Identifies at least 3 measurable learning goals • Learning goals are reasonably challenging and relevant 	<ul style="list-style-type: none"> • Less than 3 measurable learning goals • Learning goals are unclear, missing, or immeasurable
MENTORS	<ul style="list-style-type: none"> • Listed more than 2 possible mentors 	<ul style="list-style-type: none"> • Listed at least 2 possible mentors 	<ul style="list-style-type: none"> • Less than 2 possible mentors listed

Project Proposal is: **ABOVE PROFICIENT** **PROFICIENT** **BELOW PROFICIENT**

***If any portion of the proposal is BELOW PROFICIENT, a revised proposal with corrections made must be submitted before being considered proficient.**

Staff Name	Approved? Yes	Approved? No

Faculty Representative: _____ Date: _____

Parent/Guardian Consent & Liability Release Form

To the Parent(s) /Guardian (s) of _____:

Please take some time to discuss the Senior Project with your child and **initial** each of the items below indicating that you have read, understood and approve of each.

- _____ I understand I must approve of my child's selected project.
- _____ I understand I must acknowledge that the mentor selected is at least 25 years old and an expert in their field.
- _____ I understand that all transportation for Senior Project is the responsibility of the student or parent.
- _____ I understand that my child must meet specific deadlines for successful completion of Senior Project.
- _____ I understand that all costs and risks associated with the project are the responsibility of the student or parent.
- _____ I understand that the final project must be physically at school the day of the Senior Project presentation. If the product is a service or activity, it must be documented by photos or a video.
- _____ I understand that integrity and honesty are just as important as all other components of the Senior Project. Any suspicion that my child has plagiarized or has been dishonest in any aspect of the Senior Project process will result in a referral to the school's Senior Project Committee, administration or other appropriate authority.

_____ I fully understand that the Senior Project is a requirement of the Personal Transition Plan (PTP) and English grades, both of which are required for a student to obtain a Hawai'i High School Diploma.
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I have read and understand that the school, complex area, State and their agents are not responsible for all potential risks resulting from the Senior Project. Accordingly, I release Lahainaluna High School, the HLLM Complex, the Hawai'i State Department of Education and their agents from all claims arising from any financial obligation incurred, or damage, injury or accident suffered while my child participates in the project chosen.

Parent / Guardian's Name (Print)

Parent / Guardian's Signature _____ Date _____

Parent Phone: (Home or Work) _____ (Cell) _____

Mentor Information & Agreement Form

Mentor Name: _____

Place of Business: _____

Address: _____

Telephone Numbers: Office: _____

Home: _____

Cell: _____

Fax: _____

Email: _____

Best time(s) to be contacted: _____

Mentor Agreement to Serve (For Mentor to complete and sign)

I agree to serve as a Senior Project Mentor to _____, I
will advise and assist with his/her Senior Project Product plans to

Mentor Signature

Date

Parent Approval of Mentor (For Parent to complete and sign)

I am aware that _____ will be serving as a Senior
Project Mentor for my son/daughter _____, and give my
permission for them to meet together for this purpose. I understand that these meetings will be
scheduled at mutually agreeable times and will take place at _____.

Parent/Guardian Signature

Date

Senior Project Mentor Hours Log

Student Name: _____

Mentor Name: _____

Mentor Signature: _____

Location: _____

Goal(s) for This Meeting: _____

Date	Beginning Time	End Time	Total Hours Overall

USE COMPLETE SENTENCES.

Description of Work Completed (Action, Environment, Persons involved, etc.)

What did you DO?

Reflection on Work Completed: Were your goals for this session met? What did you learn?
Why was this learning important?

Senior Project Mentor Hours Log

Student Name: _____

Mentor Name: _____

Mentor Signature: _____

Location: _____

Goal(s) for This Meeting: _____

Date	Beginning Time	End Time	Total Hours Overall

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