

Stag's  
L.E.A.P.

ject Packet 1



# Deer Park High School Culminating Project Packet

for  
Washington State  
Graduation Requirements  
Class of 2010

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# ***CULMINATING PROJECT***

## **INTRODUCTION**

The culminating project is an outgrowth of the portfolio you have been working on in Advisory. The project must be an in-depth examination, product or performance of a topic related to one of the three sections in your portfolio (Academic, Career or Social and Personal Development). The project must take a minimum of 20 hours to complete, be supervised by a mentor and approved by your advisor. Ask the Stag's L.E.A.P. coordinators if there are questions about the project. In order to complete the requirements, you must document your time and work by keeping a journal. You may include pictures of your progress/work to document your project. A reflection paper on what you have learned from your experience is required. You must also write a thank you note to your mentor.

Each culminating project will conclude with an 8-12 minute oral presentation scored by a board of community members in the spring of 2010. In addition to the culminating project, the presentation must cover your *High School and Beyond Plan* and all three sections of your Advisory Portfolio. You must successfully complete all portions of the culminating project to graduate. If you fail the presentation, you will have to present again in front of a faculty panel. Failure to pass that presentation will result in a referral to the administrative team for review.

## **Objective**

All Washington students, beginning with the Class of 2008, must complete a **culminating project** to graduate. Statewide guidelines require that each culminating project:

- Encourage students to think analytically, logically and creatively and to integrate their experience and knowledge to solve problems.
- Give students a chance to explore a topic in which they have a great interest.
- Offer students an opportunity to apply their learning in a "real world" way.

In addition, as part of the culminating project, each student must have the opportunity to demonstrate essential skills through reading, writing, speaking, production and/or performance.

A successful culminating project shall be one of the following: (**See Appendix page 7 for Guidelines**)

- A job shadow or internship experience that aligns with your post high school plan. An internship is a short-term unpaid work experience, where you are not gaining school credit and reflects your career goals. A job shadow is made up of several observations with a professional working in a career you are interested in pursuing. (minimum of 20 hours); or
- Research on a topic of interest to you (minimum of 20 hours); or
- A presentation on your community involvement experiences (minimum of 20 hours); or
- An original work of fine/industrial art or artistic performance (minimum of 20 hours).

If you choose a job shadow or an community involvement project you must also get the permission of the supervisor at the site, if it is someone other than your mentor. (Form on bottom of page 7)

## REQUIREMENTS & DUE DATES

**The Culminating Project is a requirement for graduation.**

The Culminating Project consists of several components. All of the components must be satisfactorily completed before you can present to the board and receive credit. The following Culminating Project component due dates are for the Class of 2009.

◆ Culminating Project Proposal	10/1/09
◆ Parent/Guardian Permission Form	10/1/09
◆ Mentor's Guide	10/1/09
◆ Culminating Project Status Report	1/14/10
◆ Culminating Presentation Planning Outline	2/4/10
◆ Project Completion Date	2/18/10
◆ Culminating Project Journal & Reflective Analysis	4/8/10
◆ Mentor Evaluation	4/8/10
◆ Advisory Portfolio	4/8/10
◆ Culminating Project Final Presentation	4/21/10

## CULMINATING PROJECT PROPOSAL

The **Culminating Project Proposal** (Appendix, page 8-9) must be completed, signed and returned to your advisor. Until this proposal is completed and approved by your advisor, no other part of the project will be accepted.

## PARENT/GUARDIAN PERMISSION FORM

The **Parent /Guardian Permission Form** (Appendix, page 10) needs to be read, signed and returned to your advisor after you know who your mentor will be and before you start your project. It outlines the responsibilities of the parent.

## MENTOR'S GUIDE

The **Mentor's Guide** (Appendix page 11) should be given to your mentor before he/she agrees to become a mentor. It is designed to explain the duties and responsibilities of the mentor to the student and the teacher.

## MENTOR EVALUATION FORM

All students are required to have a mentor who has some expertise in the area of their culminating project. Mentors must evaluate your performance during the process of working on the Culminating Project by completing the Mentor Evaluation Form (Appendix page 12) and returning it to your advisor.

## **CULMINATING PROJECT JOURNAL**

Keep a **Culminating Project Journal** (Appendix, page 13) describing and reflecting upon the activities you have experienced while working on your Culminating Project. Using this journal as a guide, write a 2 page reflective analysis (Double space & 12 pt Times). This analysis has an important place in the Culminating Presentation Planning Outline and is important information you will discuss during your Culminating Project Presentation. Until this journal is completed and approved by your advisor, no other part of the project will be accepted.

## **CULMINATING PROJECT MID-YEAR STATUS REPORT**

The **Culminating Project Mid-Year Status Report** (Appendix, page 14) must be completed and returned to your advisor. Until this report is completed and approved by your advisor, no other part of the project will be accepted.

## **CULMINATING PRESENTATION PLANNING OUTLINE**

The **Culminating Presentation Planning Outline** (Appendix, page 15) must be completed and returned to your advisor. Until this outline is completed and approved by your advisor, you may not continue completing your Culminating Project Final Presentation.

## **ADVISORY PORTFOLIO**

Keep a **Portfolio** of your Four Year and Beyond Plan and your Academic, Career, and Personal experiences during your high school career. You have worked on building this portfolio during your Advisory Class while attending Deer Park High School. Successfully completing a Portfolio is a Washington State and Deer Park School District Graduation Requirement. Until this portfolio is complete and approved by your advisor, you may not participate in a Culminating Project Final Presentation.

## **CULMINATING PROJECT FINAL PRESENTATIONS**

You will present a well thought out and organized, 8-12 minute **Culminating Project Final Presentation** to a panel of judges. To best demonstrate your High School and Beyond Plan, Advisory Portfolio, and Culminating Project; part of the presentation must be the use of visual, audio or other aids. Following the presentation, you will answer questions from the judges. Successfully completing a Culminating Project Final Presentation is a Washington State and Deer Park School District Graduation Requirement.

The panel of judges will consist of community members, parents and school district staff. Every effort will be made to place a judge on the panel with expertise in the area of the presentation topic. The judges will use a scoring sheet (Appendix page 17) to grade the presentation. You must receive a minimum score of one in each category and your total score must be at least 27 to pass. If you fail the presentation, you must meet with your advisor, improve the presentation and present to a faculty panel. Failure to pass the presentation at that time will result in a referral to the administration team for review.

# *Appendix*



# CULMINATING PROJECT GUIDELINES

## ***JOB SHADOW OR INTERNSHIP EXPERIENCE***

### **Guidelines:**

- Must relate to your post high school goals
- Cannot be with a relative/friend (fill out form at the bottom of this page and return to your Advisor)
- Must be a credible place of employment that meets OSHA and WISHA standards
- Cannot receive pay/compensation/grade for the service
- Must receive permission from your Advisor **and** the Stag's L.E.A.P. coordinator prior to the activity occurring

## ***CULMINATING PROJECT RESEARCH PAPER***

### **Guidelines:**

- Write a 5-10 page research paper on a topic related either to the "Academic," "Career," or "Personal" Section of your Advisory Portfolio
- Follow all MLA guidelines for writing research papers. Include these elements:
  - ✓ Cover Page (1 page)
  - ✓ Research Paper, *including internal documentation* (5-10 pages, Times New Roman 12 point font, double spaced)
  - ✓ Works Cited Page (1 page, at least 5 sources)

Students and Mentors! Should you choose this option, get a copy of the *Culminating Project Research Guide* from your Advisor or from an English Teacher to better understand the research process and format requirements.

## ***COMMUNITY INVOLVEMENT PROJECT***

### **Guidelines:**

- Must be a credible non-profit organization (i.e. Key Club, Honor Society, YMCA, Red Cross, food banks, churches, schools etc.) approved by your Advisor **and** Stag's L.E.A.P. coordinator prior to the activity occurring
- Must receive a signature from someone in charge of the service activity
- Cannot receive pay/compensation/grade for the service
- Cannot be mandatory community service required by school/county/state
- Cannot be service for a relative/staff/friend (fill out form at the bottom of this page and return to your Advisor)

## ***ORIGINAL WORK OF INDUSTRIAL/FINE ART OR ARTISTIC PERFORMANCE***

### **Guidelines:**

- Create, produce, perform and/or design a product that aligns with your academic, career or personal interests.
- Document your creation with photographs, videos, digital pictures, tapes, CDs, DVDs and/or drawings of the process and final product.
- Include documentation in your portfolio and final presentation.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer/Job Shadow Organization/Name: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Hours worked: \_\_\_\_\_

Business Address: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor's Comments: Please use a separate sheet of paper.

## CULMINATING PROJECT PROPOSAL

**Name:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

**Mentor:** \_\_\_\_\_

**Mentor's qualifications and contact information:**

**Proposed topic ( name) for culminating project:**

**Proposed product for culminating project** (*What you will produce for your presentation next spring? Will it be, for example, a performance, a computer you've built, a research paper, a slide show or PowerPoint?*)

**To complete this culminating project, I will** (*please describe the research you'll undertake, the resources you'll need, and the product(s) you'll create*):

**Major tasks I will complete on my culminating project will include** (*several required tasks have been entered below; complete the rest based on what you will need to complete your project by Feb. 28*):

**Summer:**

**September:**

**October:**

**November:**

**December:**

**January:**

Date: \_\_\_\_\_ Status report due to advisor and short presentation in advisory

**February:**

Date: \_\_\_\_\_ Project should be completed by February 28

**March:**

Date: \_\_\_\_\_ Organize all components of the portfolio and create outline for SLC

**April:**

Date: \_\_\_\_\_ Completed portfolio due and presentation to judges.

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

**Parent signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PARENT/GUARDIAN CONSENT FORM

### The Culminating Project

As the parent/guardian of \_\_\_\_\_, I am aware that my son/daughter must complete and pass the Culminating Project in order to graduate. I am aware of the minimum 20 hour time requirement and due dates. My son/daughter has chosen (*circle one*)

- A job shadow or internship experience that aligns with his/her post high school plan.
- Research on a topic of interest to them,
- A presentation on your community involvement experiences
- An original work of art or fine arts performance with supplemental research

Although my son/daughter will have access to help and guidance, he/she understands that the responsibility for progress on and the completion of this Culminating Project is his/hers alone.

### Mentors

I understand that \_\_\_\_\_ will be his/her mentor, and I have the phone numbers needed to contact this mentor to ask any questions. The mentor's name, phone number, and address are on this form.

I understand the Deer Park School District in no way certifies or verifies the qualifications of the person my son/daughter has selected. I understand it is our duty as parents/guardians to ensure/verify that the mentor chosen has the necessary licensing/training/ expertise for the activity selected. I understand that the district is not providing any off-campus supervision of our son/daughter, and we assume full responsibility for the supervision of our student off campus and outside of the school day.

It is the responsibility of the parent(s) or guardian(s) to ensure that the mentor is providing the student with a safe environment and following all necessary safety procedures.

I understand that, to the extent that the District has been properly informed, the District prohibits a student from undertaking any activity that may place the student at any undue risk of injury. I understand that the District looks to parents/guardians to define when a project places a student at an undue risk of injury. I understand that if we as parent(s) or guardian(s) conclude the project is too dangerous for our son/daughter, the District will not approve the activity. I agree, to the extent the law allows, to indemnify and hold the District, its agents, officers, and employees harmless from, and defend and indemnify the same against, all claims, losses, and damages from every cause, including but not limited to injury to person or property, and related costs and expenses, arising directly or indirectly out of any act, or omission to act, in the performance of the terms of this contract, except for the negligence of the district.

Signature—Parent/Guardian \_\_\_\_\_

Student \_\_\_\_\_

Mentor's Name \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Address \_\_\_\_\_

*Please return this form to your son/daughter's advisor for site approval.*

## MENTOR'S GUIDE

All Washington students, beginning with the Class of 2008, must complete a **culminating project** to graduate.

A successful culminating project might be:

- A job shadow or internship experience that aligns with his/her post high school plan (minimum of 20 hours);
- Research on a topic of interest to you (minimum of 20 hours);
- A presentation on your community involvement experiences (minimum of 20 hours); or
- An original work of art or fine arts performance (minimum of 20 hours).

Students must find a mentor who has the expertise to guide them through their projects. Students must do their own work but need someone to help, encourage and support them.

### MENTOR RESPONSIBILITIES TO STUDENTS

Provide guidance as to the shape or form of the project. Suggest a focus or help narrow the project to a manageable size.

Get students started. Help them organize the steps they need to take.

Be a resource. Share your knowledge of the subject and direct students to others who may help them.

Keep the students on track. Encourage them to do their best work.

Provide emotional support. Help students to continue to work through difficult times or problems. Show the student you are confident they can do a good job.

### MENTOR RESPONSIBILITIES TO THE TEACHER

Attest to what you have seen the student accomplish by completing the Mentor Evaluation Form. Of the 20 hours the student was to have spent on the project, how many were you directly involved in or personally aware of? What did you see the student accomplish?

Give us your best judgment on the time it took for the student to work on the completed project. For example; the student is building a play structure and you worked directly with him for ten hours, would you believe, upon seeing the final results that the student spent another 10 hours completing it?

Do you believe that the quality of the student's work is acceptable and reflects an honest attempt to do the best job possible?

***MENTOR EVALUATION FORM***

---

Student's name

---

Project name

---

Mentor's name

---

Mentor's signature

You must evaluate the student's effort on this project. Since all the time spent on it was outside class time, your evaluation is of the utmost importance. Please answer all the questions that pertain to you and your student's particular circumstances as accurately as you can.

**Return this evaluation to the student. The student must return it to his/her advisor.**

1. How many hours were you directly involved with the student and the project?

2. How many hours do you think the student spent working on the project?

3. Does the quality of work reflect the effort the student put into the work?

4. What is your honest opinion of the student's project? Was it in-depth enough for the student's ability? Was the attitude of the student sincere and serious? How do you rate the performance of the student?

Name \_\_\_\_\_

Signature \_\_\_\_\_

Activity \_\_\_\_\_

Project Name \_\_\_\_\_ Date \_\_\_\_\_

**CULMINATING PROJECT JOURNAL**

Date and Activity	Time Spent on Activity	Narrative description of activity	Reflections on the process. Include personal feedback on the experience and feedback from others, if applicable.

**HANDOUT**  
**CULMINATING PROJECT**  
**MID-YEAR *STATUS REPORT***

**Name:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

**CULMINATING PROJECT PROGRESS**

**Based on your work to date, do you feel you are making adequate progress on your culminating project? *Please write a paragraph or two summarizing and evaluating your work to date. Include obstacles that are keeping you from completing all components of the project on time and how you will overcome these problems. (Use the back of this form if needed.)***

**What do you need to accomplish over the next month to complete your project by February 28? Write a paragraph detailing the steps you must take in order to finish your project and portfolio on time then prepare for your presentation.**

**Prepare a brief oral statement of the progress on your project to give in your advisory group.**

## PLANNING YOUR CULMINATING PROJECT/PORTFOLIO PRESENTATION

Create an outline for your presentation.

<b>Topic Area</b>	<b>What should I say?</b> All three sections of your portfolio should be presented, but expand and emphasize your culminating project and 4 Year and Beyond Plan.	<b>What I will show to demonstrate what I want to say?</b> PowerPoint, Poster, Pictures, Products, etc.
<p style="text-align: center;"><b>ACADEMIC DEVELOPMENT</b></p> <p style="text-align: center;"><i>What have I accomplished in 4 years of high school?</i></p>		
<p style="text-align: center;"><b>CAREER DEVELOPMENT</b></p> <p style="text-align: center;"><i>What do I want to do in the future?</i></p>		
<p style="text-align: center;"><b>PERSONAL and SOCIAL DEVELOPMENT</b></p> <p style="text-align: center;"><i>Who am I?</i></p>		





# CULMINATING PRESENTATION SCORING SHEET

Student Name \_\_\_\_\_ Advisor \_\_\_\_\_

Scoring: 0 = not included, 1 = poor, 2 = low average, 3 = average, 4 = above average, 5 = excellent  
 Comments \_\_\_\_\_ Score \_\_\_\_\_

	0	1	2	3	4	5
<b>Personalization:</b> Presenter shares individuality and uniqueness.						
<b>Creativity/Presentation Tools:</b> The presentation is interesting because of its creativity, originality and presentation tools.						
<b>Communication:</b> The presenter communicates effectively by utilizing eye contact, a clear voice and enthusiasm.						
<b>Introduction/Conclusion:</b> The presenter includes an introduction and conclusion, asks for questions and thanks guests.						
<b>Academic:</b> The presenter describes academic experience and its influence on his/her, highlights learning.						
<b>Career:</b> The presenter shares activities experiences and how these relate to career and future goals.						
<b>Personal &amp; Social:</b> The presenter communicates self-knowledge showing development of interests, passions, abilities and personality.						
<b>Appearance:</b> The presenter is dressed appropriately (business attire—for job interview).						
<b>Overall Presentation:</b> The presenter effectively connected interests, abilities, academic preparation to career and future goals. 8—15 minutes.						

Required to pass: Minimum of 1 in each category  
 Minimum total of 27 points  
 Name of Board Member: \_\_\_\_\_

Total: \_\_\_\_\_