

Cienega High School

**Senior Exit Project
2017-2018**



Prepared by Cienega High School Senior Exit Project Faculty Council
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Table of Contents

A Letter to the Seniors of Cienega High School	3
General Rules	4/5
SEP Advisory Board/Faculty Council	5
Changing a Senior Exit Project Topic	6
Due Dates and Project Timeline	6-8
Project Information & Overview	8-10
Project Proposal	8
Research Paper	8
Interview	8/9
Shadowing	9
Mentors	9
Project Log	9
Final Mentor Log	10
Reflective Journal	10
Thank-You Letter	10
Portfolio	10
Presentation	10/11
Grading and Evaluation	11
Senior Exit Project Overview	12

A Letter to the Seniors of Cienega High School

Dear Seniors:

Congratulations! This is the last year of high school for you and we know that it will be a year of many great accomplishments, one of which will be the completion of your Senior Exit Project (SEP). SEP counts as a grade that will be factored into your cumulative GPA. This grade will also apply toward eligibility for extracurricular activities and field trips.

The Vail School District Governing Board requires all graduating students to complete the Senior Exit Project. Therefore, any student who does not successfully fulfill this requirement will not be awarded a diploma from the Vail School District.

The SEP will help you to develop skills that can be used in future endeavors. In addition, this project meets several of the Arizona College and Career Readiness Standards for Senior English.

The project is broken down into three major categories: paper, portfolio, and presentation. The written component is comprised of an argumentative research paper focusing on a critical issue in the field; one key element is also a primary source interview. Your English teacher will assist you with the paper. The portfolio component consists of shadowing hours and other reflective work organized in a professional manner. The presentation component is a series of presentations that will be given in front of peers, teachers, and ultimately a panel of faculty, staff, and community members. Your government teacher will assist you with both the portfolio and the presentation pieces. Students must have a passing grade in each of the components in order to receive credit for completing SEP.

Your English and government teachers will provide every opportunity to coach you to success. They are highly trained and prepared to guide you through your project. We also have SEP coaches and other resources available to help you as well. This packet outlines all the requirements and expectations you need to get started on to complete your project successfully. We advise that you carefully read through and become familiar with this packet before you get started, but additional information and guidance will be provided once your senior year begins.

Your senior year is the perfect opportunity to prepare yourself for the future. By producing a quality project, you will be taking advantage of an invaluable opportunity to learn skills for future success. We look forward to working with you every step of the way!

Sincerely,
Senior Exit Project Coordinators

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General Rules

- Students must pass each of the three components of the Senior Exit Project with a score of 70% or higher to complete graduation requirements.
- Plagiarism, as per Vail Governing Board policy, on any aspect or part of the Senior Exit Project will result in a score of 0 (zero) and possible disciplinary action. Plagiarism is not tolerated in any form! Recycling or reusing previously submitted work without prior approval from your English teacher is a form of plagiarism.
- All shadowing hours must be documented with verification from your mentor on all required forms. A minimum of twenty shadowing hours must be completed. Students may begin shadowing the summer prior to their senior year (see SEP Summer Shadowing Packet for details).
- No family member may serve as a mentor for their own student.
- Students using school facilities for any Senior Exit Project activity must have written permission from the school administration. If a student is allowed to use school facilities, all profits from the event must be turned over to the school.
- The school must be compensated for all expenditures, such as copies or school security charges, related to student projects.
- Seniors are expected to complete their shadowing outside of their regular school day. As such, the following scenarios are not accepted as shadowing hours:
 - paid time at work
 - activities of any kind in which you are a participant
 - class time in which you are a student
- No joint projects are allowed. Each student must complete a project individually.
- The Advisory Board will approve all Project Proposals in May of your junior year and again in August of your senior year. Students who gained approval in May and followed through with the expectations outlined in the Summer Shadowing SEP Packet, do not need approval again in August. Projects will not be approved for activities which are illegal, inappropriate, dangerous, or which violate school rules. *Shadowing hours completed prior to the approval of the Project Proposal will not be accepted.*
- All drafts of the SEP research paper must be turned in to turnitin.com by 7:00 a.m. of the due date.

- No due dates will be extended. All late work must meet basic requirements and will earn a maximum of 70%.
- Students who fail to submit a first draft of their SEP paper prior to **September 8** will be required to attend the fall SEP intersession course. Students who submit a failing first draft may also be required to attend.
- The final draft of the research paper must be submitted to turnitin.com by 7:00 a.m. by **October 27th**.
- Students who fail a portion of the SEP at the end of the fall semester will be ineligible for all extra-curricular activities including athletics and school sponsored events (field trips, dances, prom, drama, band, etc.) until a passing grade has been recorded in each portion. A temporary “class” will be added to the student’s schedule titled “SEP Ineligible” until a passing grade is achieved on all portions. Once a passing grade is earned, the student will receive credit, but the original “F” will remain on the transcript as grades are not replaced.
- Students who have failed the SEP paper and/or portfolio will receive several tutoring opportunities before Spring Break. Any senior still failing going into the break will be required to attend an SEP intersession course. If a passing score is not earned by the end of that course, students will be unable to participate in the May graduation ceremony.

SEP Advisory Board/Faculty Council

The SEP Advisory Board approves or denies all Senior Exit Projects. This board is made up of faculty, parents, and community members. The Advisory Board meets approximately one week after Project Proposals are due. They then read each Project Proposal before voting to approve or deny permission for the student to complete the proposed project. The CHS Faculty Council consists of a group of Cienega administrators and faculty. They hear all appeals regarding any Senior Exit Project issue and make all final decisions.

While most Exit Projects will be easily approved, there are some that may be difficult. For example, a student may want to do a project with high risk factors, which may be considered dangerous. The Advisory Board may then request further details in writing about a student’s project or may call a student to appear before the CHS Faculty Council if they feel the topic is not challenging enough or is considered dangerous or questionable. The Advisory Board will also allow a student to appeal; however, the CHS Faculty Council will make the final decision. If the CHS Faculty Council does not approve a project, the student will be required to select a new project in order to complete the Senior Exit Project graduation requirement.

Changing a Senior Exit Project Topic

If you change the topic for your project AFTER the Advisory Board has met and approved the topics, you MUST have the CHS Faculty Council approve this change. After the Advisory Board meets in August, you may not change the topic for your project without appeal. To get this approval, you must do the following:

- Submit an updated Project Proposal to the Senior Exit Project Coordinators.
- See the Senior Exit Project Coordinators to be sure they have all the necessary appeal information before the CHS Faculty Council meets.

Due Dates and Project Timeline

Final Research Paper (to English teacher) **due October 27th 2017.**

Portfolio (to government teacher) **due December 8th 2017.**

Community Presentation **due May 2nd, 3rd, 4th 2018.**

July 2017

- July 21:** First Day of School
- July 28:** Parental Consent Form Deadline to government teacher
- July 28:** Parents Volunteering for Mentoring Form Deadline to government teacher
- Begin keeping a reflective journal of your project. If you were summer shadowing, you have already started. Document subjective observations of the project as you go along throughout the year. These will be checked during conferences with your government teacher.
- Read Senior Exit Project Manual.
- Record all dates and set reminders for yourself based on the SEP Manual and your teachers' deadlines in English and government.
- Select an expert in your field to be your primary source interview for research paper.
- Draft your questions, arrange an interview date, and conduct your interview.

August 2017

- August 4:** Project Proposal Deadline in government
- August 4:** Summer Shadowing documentation due in government
- August 10:** Advisory Board meets to review Project Proposals and approve or deny projects. If your Project Proposal has not been submitted, your Project will not be approved and you may not begin! (See appeal process).
- Discussion of portfolio requirements with government teacher

September 2017

- September 1:** Interview document due in government
- September 8:** First Draft of Research Paper due in English class and on turnitin.com
- September 15:** Mentor Confirmation Form Deadline
- September 15:** Mentor contacts your government teacher (email or phone call). Teachers will have a list of all the summer contacts.

- September 25-27:** SEP Fall Intersession
- Continue project reflective journal checks with your government teacher
- Continue to work on research paper

October 2017

- Continue to work on research paper
- Continue discussion of portfolio requirements
- Continue reflective journal conferences
- October 27:** Final research paper due in English class and on Turnitin.com

November 2017

- Continue project reflective journal conferences
- Continue discussion of portfolio requirements
- November 18:** Government teacher/Parent contact

December 2017

- December 1:** Thank You Business Letter Deadline to government teacher
- December 1:** Shadowing Hours Log Deadline to government teacher
- December 1:** Final Project Log Deadline to government teacher
- December 8:** Portfolio Deadline
- Review expectations for presentations
- Begin creating presentation visual
- Continue project reflective journal conferences

January 2018

- Discussion of speech writing and presentation expectations
- Practice presentations with peer editing begin
- Finish creating presentation visual
- Begin 1st round of practice presentations

February 2018

- Continue 1st round of practice presentations with peer editing

March 2018

- March 9:** Finish 1st round of practice presentations
- March 9:** Government Teacher/Parent contact for struggling students
- March 12-14:** SEP Spring Intersession
- March 26:** Begin final SEP class presentations

April 2018

- April 27:** Final SEP class presentations completed
- Double check your portfolio for completeness and presentability for community judges

May 2018

- ❑ **May 2, 3, 4:** Community Presentations
- ❑ **May 19:** Graduation!

Project Information & Overview

Project Proposal

This document must be typed in 12 pt., Times New Roman font, and follow all formatting guidelines given in the Project Proposal Packet. Please see the SEP moodle for this packet and the template and sample proposals to help you craft your proposal.

Research Paper

The research paper is a 7–12 page (minimum of 2,750 words) essay organized in proper MLA format. Your topic must address a critical issue related to your career field, but not about the job itself.

Acceptable Examples:

1. If you are doing a project on pediatric nursing, a possible paper topic could be “Autism and Vaccines: Is There a Link?”
2. If you are doing a project on elementary education, a possible paper topic could be “The Impact of National Standards.”
3. If you are doing a project on the medical field, a possible paper topic could be “Alternative Medicine and Health Insurance.”
4. If you are doing a project on law enforcement, a possible paper topic could be “Police being able to eavesdrop on suspected terrorists without a warrant.”

Unacceptable Examples:

1. Any paper regarding “How to become a ...”
2. Any paper regarding “Schooling needed to become a ...”
3. Any paper regarding “How much money is made by a ...”
4. Any paper regarding “A day in the life of a ...”
5. Any paper regarding “The history of...”
6. Any paper regarding “All about...”

All sources and materials must be available upon request, and all papers must be submitted electronically to Turnitin.com. See the research paper rubric in the Forms/Rubrics packet or on the Moodle for more details.

Interview

One of your sources for your research paper is an interview of a professional in the career of your choice. You are required to interview your mentor (or another expert in the field) while you complete this project. Interviews consist of approximately 20 questions: 10 about the career in general and 10 about “critical issues” in the field. Critical issue questions are to focus either on an issue suggested by

your mentor that you could turn into your research paper or on your approved critical issue. The responses will help you to write the research paper and act as part of a required source.

Shadowing

Twenty hours of career shadowing is the minimum number in order to pass the portfolio portion of the Senior Exit Project. All 20 hours need to be completed within the same career field. If there are issues with completing all hours with the same mentor, you must work with your Government teacher and the SEP coordinator to appeal. Most students, however, end up completing over 20 hours with the same mentor. Beginning to shadow over the summer before senior year is highly encouraged. See the SEP Summer Shadowing packet for details.

Mentors

Mentors are required for all CHS Senior Exit Projects. Each student should select a mentor who has experience in the career specified in the approved project proposal and can provide insight to you while you complete the project. Members of your family (immediate, extended) MAY NOT be mentors.

When selecting a mentor, consider the following questions:

1. Will the mentor have the time to help me?
2. Does the mentor have information I can use in my research paper or project?
3. Will the mentor give me support and encouragement?
4. Will the mentor be able to verify the hours I spend on the project?
5. Will I be able to interview the mentor as my primary source for my research paper, or
6. Will the mentor be able to help me locate someone else to interview?

The mentor may terminate the relationship if you are not meeting with him/her regularly or not participating fully in the project. If your mentor terminates the relationship in any way, you must report it to your government teacher immediately. Please keep in mind that completing the Senior Exit Project is your responsibility and not the mentors. The mentor is a professional and their first responsibility is to their customers/patients. You need to give both yourself and the mentor time to respond and work together.

Shadowing Hours Log

Your Shadowing Hours Logs should include the following for each day:

- Date/Time
- Amount of project time
- Activities completed
- Resources used, problems faced, solutions, and evaluation
- Mentor signature

Final Mentor Log

The Final Mentor Log is simply a form that the mentor fills out verifying that you have completed the twenty hours required. You may choose to shadow for more than twenty hours and have more than one mentor. Please ensure that the log is readable for the contact information. Your Final Mentor Log should include the following:

- Mentor's name
- Mentor's signature
- Field of study
- Mentor contact information

Reflective Journal

Your Reflective Journal should include the following:

- Date
- Feelings/Observations about experiences relating to the SEP. For example:
Was your mentor easy to find? How did you feel approaching him/her?
Was it a good day or bad day of shadowing? Why?
How is your research paper coming along? What changes, if any, did you have to make? What adjustments? Did you get helpful feedback? What was it and how did you adjust your writing? What did you learn about yourself throughout the fall semester in regards to the SEP?
- Overall thoughts about SEP

Thank You Letter

It is very important to acknowledge your mentor's contribution to the overall success of your project. The Thank You Letter is a formal business letter to your mentor that sincerely and genuinely thanks them for their time and assistance. Letters must be written professionally and thoughtfully. Format and specific requirements will be given to you by your government teacher; samples and support will also be available on the SEP Moodle.

Portfolio

Your portfolio is a large piece of your project. It serves as your final for your first semester of SEP. You will take your portfolio with you for your oral presentation so the judges can see all that you have done. The presentation of this portfolio is very important. It is an expression of yourself. Be creative, however, it should look ***very professional***. Students will be given an option to generate a digital or paper portfolio. See the portfolio rubric in the Forms/Rubrics packet or on the Moodle for details.

Presentation

The final piece of the Senior Exit Project is an 8-15 minute presentation with digital visuals. Your oral presentation is, essentially, a reflection of your shadowing experience and the knowledge you acquired researching a critical issue in your field of study. You will present it to your government teacher twice and once before a panel of judges made up of faculty, staff, and community members. Students will be either generating a digital or paper portfolio. You will be given assistance from your government

teacher in preparing your presentation. See the presentation rubric in Forms/Rubrics packet or on the Moodle for more details.

Grading and Evaluation

The grading of the Senior Exit Project will be based on the following three components: paper, portfolio, and presentation. In order to successfully pass the Senior Exit Project, students must complete and pass all three components, independently, with a grade of AT LEAST 70%. This is a Vail Governing Board requirement. SEP grades will be factored into your GPA. These grades will also apply toward eligibility for extracurricular activities. NO due dates will be extended. All late work must meet basic requirements and will earn a maximum grade of 70%. All assignments for the SEP research paper, while done in Senior English, still follow the SEP late policy and grading guidelines for SEP. Any appeals must be brought to the CHS Faculty Council through the SEP Coordinators.

Senior Exit Project Overview

Research Paper

- Critical Questions
- Bibliography Matrix
- Outline
- First Draft
- Final Paper

Portfolio

- Parent Consent Form
- Project Proposal
- Mentor Confirmation Form
- Mentor contact to government teacher
- Interview Transcript
- Thank You Letter
- Shadowing Hours Log
- Final Project Log
- Demonstration
- Reflective Journals
- Portfolio Rubric

Presentation

- Peer Judging
- First Practice Presentation
- Final In-Class Presentation
- Formal Community Presentation