

SENIOR PROJECT

Handbook

Handbook and all forms available online at your high school's web site.

Junior Year

2013-2014



**A project is more than an activity. An activity is a one-time thing.
A project is a series of related activities completed over a period of time.**

Randolph County Schools

Deborah Super, Senior Project Coordinator
Randolph County Schools
200 Kennedy Drive
Elkins, WV 26241
304.636.9195 x105
dsuper@access.k12.wv.us

**RANDOLPH COUNTY SCHOOLS
SENIOR PROJECT**

**Role of the Junior Class Student
(Return to English Teacher)**

1. Select a research paper topic and secure the approval of your mentor and your English teacher.
2. Study the Senior Project Handbook as directed by your English teacher.
3. Follow the checklist and a time line for completing a junior research paper on your project topic.
4. Submit on time all assignments and drafts related to the research paper, according to your teacher's schedule.
5. Submit the final research paper by the due date assigned by your teacher.
6. Save a copy of your graded research paper and the score sheet to include in your senior project portfolio.
7. Select a Mentor to assist you with your project, product, and presentation. The mentor must be at least 21 years of age and must sign the *Mentor Request Form*.
8. **Understand that you will not pass junior English if you do not complete this research paper. Your grade will be incomplete, which results in an F on your transcript. Plagiarism on the junior paper will result in a grade of zero for the paper.**

JUNIOR CONTRACT

I understand that successful completion of the junior research paper as outlined above is necessary to fulfill requirements for a passing grade in junior English.

Junior

Date

Parent/Guardian

Date

RANDOLPH COUNTY SCHOOLS
SENIOR PROJECT RESEARCH PAPER CHECKLIST
Junior Year

NAME:

TOPIC:

Assignment	Due Date*	Date In
RESEARCH PAPER		
Mentor/Topic Form		
Meeting with Mentor		
Bibliography Cards (if required by teacher)		
Note Cards and Outline (if required by teacher)		
English Teacher Consultation / Portfolio		
1 st Draft to English Teacher		
Rough Copy-Editing Sheet		
2 nd Draft to Mentor		
Final Draft to English Teacher Mentor/Committee Members (If Requested)		
Additional Teacher Requirements:		

WHAT IS A PROJECT?

A project is more than an activity. An activity is a one-time thing; a project is a series of related activities completed over a period of time.

Think of it this way:

An activity is like a single song; a project is like an entire CD full of a variety of songs.

An activity is like a short story, read in one setting; a project is like a novel, read over a period of days or weeks.

An activity is like one photo; a project is like an entire photo album.

WHAT IS A PRODUCT?

The product is the proof or evidence of what your project has accomplished. It is something tangible: you can see, hear, touch, taste, or hear the result.

WHAT IS A PRESENTATION?

In the oral presentation, you explain what you did for the project, how you accomplished it, and what you learned from it. You show or demonstrate your product as proof of what the project accomplished.

FAQ'S ABOUT SENIOR PROJECTS

1. Why do I have to do this?

The Senior Project is a graduation requirement for all students in Randolph County schools. A grade of Pass or Fail appears on your transcript.

2. What happens if I don't do the research paper in Junior English?

County Policy states that the research paper component of the Senior Project will be completed in the junior year. If you do not complete the paper in Junior English, you will have an "Incomplete" in that class. Since our schools will not accept incomplete grades, you will receive an E on your report card and transcript. You will not be allowed to take Senior English until you have completed the paper for Junior English. Plagiarism will result in a zero grade for the junior paper.

3. Do the research paper and project have to relate to my career concentration?

If your paper and project relate to your concentration, you can probably count some of those hours for experiential (work-based) learning hours as well.

4. Why do I need a mentor when I already know how to do my project?

If you already know how to do something, it's not acceptable as a Senior Project. Meetings with your mentor are required. You should think again about what you plan to do.

5. Can my parent be a mentor?

Yes, according to County Policy. However, your parent should be an expert in the area you explore. You will have to justify your mentor choice.

6. What exactly *is* a project?

A project is a series of related activities completed over a period of time. It is not an activity, which is a one-time thing. It's like the difference between a CD (project) and a single song (activity).

7. So, what is a product?

The product is the proof or evidence of what you have accomplished in doing the project. The product is tangible: it can be seen, heard, touched, tasted.

8. What is a presentation?

You will give a speech to three judges, explaining what you did for the project, what you learned, and what you have to show as a product. You must relate the project and product to your paper. Remember, your goal is not to teach what's in your paper. Your goal is to impress the judges with the amount of preparation, depth of learning, and quality of product.

9. I have Senior English first semester, but I don't want to do my project until spring. What happens?

You must plan ahead and enroll in Senior English in the second semester. You WILL

be required to present your project in the semester in which you have Senior English.

10. Do I have to do a Power Point for my presentation?

No, unless your English teacher requires it as part of your class grade. However, a Power Point is recommended for a professional-quality presentation.

11. Can a PowerPoint, a poster, a video, or a brochure be a product?

Be careful if you try to use these as products. If you plan to put information from the research paper in a PowerPoint, brochure, or poster, forget it! The judges are experts in their field. Your goal is not to teach what's in your paper.

You can use these as products if you do this:

display evidence of what you did for the project, including pictures, survey results, etc.

or

you actually share the product with a group(s) as part of your project (e.g. place brochures at the Chamber of Commerce). You must have shared the product *in advance* of your presentation!

12. Who will be my judges?

The Senior Project Coordinator will assign three judges to hear your presentation. They will be teachers and other professionals qualified in your topic area.

13. How do I get a grade?

Your Junior English teacher will grade the research paper. The panel of three judges will grade the project presentation and the product. The three grades are averaged. You will receive notice from the Coordinator of your letter grade average. A grade of Pass or Fail will appear on your transcript.

14. What if I fail?

You will need to correct the weaknesses in your project, presentation, or product. Then you will present again during the week **after** graduation day, so you will not be permitted to participate in the graduation ceremony. When you pass the presentation, you will receive your diploma. If you fail the second time, you will have to return the next year to present on a scheduled Senior Project Day.

CHOOSING A TOPIC FOR A SENIOR PROJECT RESEARCH PAPER

In choosing a topic for your research paper, consider the following questions:

1. What am I good at?
2. What do other people tell me I'm good at?
3. What are my lifetime goals?
4. What are my hobbies?
5. What kinds of jobs interest me?
6. What will I gain from studying this topic?
7. Will this topic be easily researched with resources available to me?
8. Will I be able to find a mentor in this area to help me?
9. Will I be able to come up with a project and product for this topic?
10. Will doing a project on this topic s-t-r-e-t-c-h my abilities, extending what I already know?

(If you are already an expert in the area, if you're not learning something new, don't try to pass it off as a Senior Project!)

EVALUATING INTERNET WEBSITES

Ask these questions before using a website as a source for a research paper:

1. Does the site have an author?
2. Are the author's credentials listed?
3. Is the website current and still maintained?
4. Does the site contain advertising?
5. Does the site promote obvious bias?

The following suffixes can help determine the reliability of a website:

.edu

An educational institution hosts the website. Usually the site is scholarly. Caution: ~ suffixes can indicate that a student is the author, which may lessen reliability.

.gov

A governmental agency hosts the website. Although the information is probably reliable, it may show some bias to promote a certain cause.

.org

An organization or society hosts the site. Consider the reputation of the organization and the causes it promotes.

.com

A commercial organization hosts the site. These sites may be similar to infomercials: they want to sell something, so the information is likely biased. The information may not be accurate. If an author is listed at all, there may be no credentials. These sites tend to come and go, making it difficult to consult the site at a later date to verify information.

SENIOR PROJECT RESEARCH PAPER

ROUGH COPY-EDITING SHEET

Name:

Date:

A. Content/Organization:

1. How long is your paper (approximate words and pages)?

2. State your thesis (one complete sentence):

3. What are the major sections of your paper?

- a.
- b.
- c.
- d.

4. Do all the sections of your paper support and develop the thesis? Yes No

5. Is your paper clearly written with well-phrased sentences and needed transitions? Yes No

6. Does your conclusion restate your thesis? Yes No

7. Does it have an added thought for the reader to consider later? Yes No

8. What is it?

B. Use of Sources:

1. Does your Works Cited page have at least eight or more sources? Yes No

2. Did you have the required number of citations (10) within the paper? Yes No

3. Was all paraphrased information honestly documented? Yes No

C. Mechanics:

1. Did you underline (italicize) all book, magazine, and play titles? Yes No
 2. Did you put quotation marks around magazine articles? Yes No
 3. Did you use parentheses around documentation within the text? Yes No
 4. Did you put the periods following parentheses, not before them? Yes No
 5. When using a direct quote, did you put the end punctuation before the last quotation mark? (i.e. John Said, "*I love to write papers.*") Yes No
 6. Did you run Spell Check and make necessary corrections? Yes No
 7. Check commas. Did you use a comma between two sentences joined *and, but, or, nor, or yet*? Yes No
 8. Did you put a comma after an introductory word group of four or more words? Yes No
 9. Did you use an online site to complete the Works Cited correctly? Yes No
 10. Did you save a copy of your paper? Yes No
-

MLA STYLE

BE SURE TO USE CURRENT MLA STYLE FOR CITATIONS AND WORKS CITED.
A WEB ADDRESS BY ITSELF IS NOT CORRECT!

First, as you research, copy the address (URL) from any web source.
Paste the addresses onto a word processing document and save it!

CHECK OUT THIS SITE:

www.easybib.com

Follow the instructions on the website!

If you collect all the sources, then enter them into *easybib.com* at one time, you can then print the entire Works Cited page in WORD. You can have a perfect score on this requirement!

Need more information?

www.dianahacker.com/resdoc

Select the HUMANITIES box

This site gives examples and explanations for all MLA citations.

SAMPLES OF MOST COMMON SOURCES

Journal article, web site, interview, book

Works Cited

Drels, Janice, and Larry Rehage. "Recasting the Senior Year." *Principal Leadership* 8.6 (2008):

16-20. Print.

"How to Write a Research Paper." *Georgetown University: Web hosting*. Web. 02 Sept. 2009.

<http://www9.georgetown.edu/faculty/kingch/How_to_Write_a_Research_Paper.htm>.

Super, Deborah. "Research Papers." Telephone interview. 12 Sept. 2009.

Wormeli, Rick. *Fair Isn't Always Equal*. Portland, ME: Stenhouse, 2006. Print.

SENIOR PROJECT RESEARCH PAPER EVALUATION SHEET

Name: _____ Teacher: _____

Basic Required Components must be present for paper to be graded.

**Minimum pages may be increased at the discretion of the English teacher.*

REQUIREMENT	YES	NO
MENTOR FORM		
Title Page		
Introduction/Conclusion		
Thesis		
Minimum 10 Citations		
Minimum 8 sources, no encyclopedia		
*Minimum 6 pages in length		
Works cited, consulted page		
Correct format, typed, double-spaced		

	Excellent	Very Good	Adequate	Minimal
1. Use of Sources (MLA Style)	4	3	2	1
All information is documented				
Works cited properly (internal citations)				
Mix of writer's own words, quotes, paraphrases				
Sources and citing match				
Works Cited page done correctly (alphabetical, reverse indent, proper punctuation)				
Total Points				

Section 1 Points

2. Content/Organization/Style	4	3	2	1
Introduction				
Transitions				
Body Organization (follows thesis)				
Quality of content (topic difficulty/depth)				
Conclusion				
Varied sentence structure				
Word choice				
Creativity/Level of interest				
Thesis				
Tone appropriate for academic research				
Title page in form assigned by teacher				
Paper meets MLA manuscript standards				
Total Points				

Section 2 Points

3. Mechanics	4	3	2	1
Capitalization				
Punctuation				
Usage/Grammar				
Pronoun agreement/Reference				
Formal third person				
Spelling				
Subject-verb agreement				
Proper sentence structure				
Total Points				

Section 3 Points

Final Grade _____

Mentor Form

Submit with Junior Research Paper

Name: _____ **I.D.** _____ **Grade** _____

English Teacher: _____

Project Topic: _____

Guidelines:

Please *keep in mind* as you choose a mentor for your Senior Project that it is necessary to have a *teacher or a person who is knowledgeable* in your career area. Teachers may refuse to take more than five students.

Your Mentor will be working with you in developing and creating a meaningful project, product, and presentation.

Mentors *must be at least 21 years of age* and may be business people, relatives, or acquaintances that can contribute to your project. Choose someone who is willing to meet with you as needed. Remember, they should be able to assist you whenever you need help.

Mentor Selection	
Name: Address: Phone:	<u>Explain how this person will be able to help you with every aspect of the senior project.</u>
Mentor Agreement	
<p>I agree to serve as Senior Project mentor for the student named above. I agree to assist this student with planning and implementation of a meaningful project and completion of a product and oral presentation in the senior year. I understand that I must verify the student's progress.</p>	
_____ Mentor Signature	_____ Date