

CULMINATING PROJECT

Share this information with your mentor.

Project must fit into **ONE** of the following categories:

20 Hours (minimum)	20 Hours (minimum)	20 Hours (minimum)
<u>Create Original Product</u>	<u>Community Service</u>	<u>Unpaid Internship</u>
Student will bring product to Boards, or if not possible, show video.	Student will verify hours served.	Student will document learning & skills acquired.

Job shadows are not considered acceptable project choices.

REQUIREMENTS:

- ✓ As soon as the Letter of Intent Cover Sheet, Letter of Intent, Advisor Pre-approval form, Mentor Agreement form, and Parent/student Verification & Liability Release form are **received and approved**, physical project hours may begin. *No hours will be counted before. Students completing project over the summer may not start until after school is out in June. Remember, no hours towards the project will count if completed during a regularly scheduled school day.*
- ✓ Projects are all individual; you are not allowed to work with another senior on the same project.
- ✓ Choose an adult who is a non-family, non-household member as mentor (over age 21). This person will offer guidance and advice, verify hours, provide feedback throughout the project, & complete a final evaluation.
- ✓ Project will reflect new skills that the student will develop as stated in Letter of Intent.
- ✓ Project cannot be illegal, immoral or dangerous.
- ✓ Photos with typed captions are required to verify time spent and progress. Pictures need to be taken at regular intervals throughout the project. These pictures should clearly reflect time spent on the project. Students should have at least five photos (one must be of student and mentor).
- ✓ Keep an accurate & thorough work log or journal to be verified and signed by mentor.
- ✓ Final Mentor Input sheet completed and signed. (Internship Eval., Charitable Contribution form, or additional documentation may be required.)

RECOMMENDATIONS FOR SUCCESSFUL COMPLETION:

- ✓ **Choose a topic that will be of personal interest to you and may lead to employment opportunities in the future.**
- ✓ Get a calendar to record due dates and time spent on physical project. A journal of how you spent your time and what you learned/experienced will be helpful when you prepare for your reflective writing and oral presentation.
- ✓ Obtain a camera to take pictures throughout the project. Disposable cameras work well for this.
- ✓ **Communicate often with your mentor & ABC's advisor regarding progress** or assistance needed.
- ✓ Quality projects shall reflect meaningful completion of the project – not just meeting the minimum required hours.
- ✓ Additional evidence of project may include a letter of recommendation, a certificate of completion, awards, materials collected during your project, extended work log, detailed journal, report or research paper, bibliographies, video, or other artifacts.