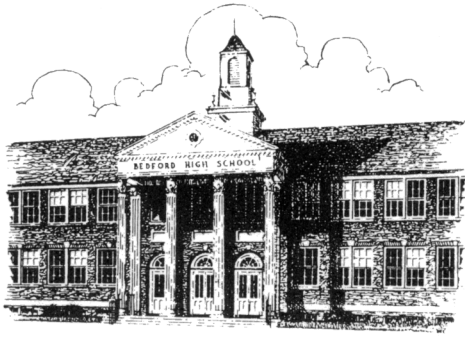


Bedford Area School District

Senior Project Guide

Student Name _____

Faculty Advisor _____



BEDFORD HIGH SCHOOL

330 EAST JOHN STREET
BEDFORD, PENNSYLVANIA 15522

Telephone: 814-623-4250
Fax: 814-623-4265

Dear Student:

As you may know, under Pennsylvania Code 4.24, all high school students must complete a culminating project as part of their graduation requirements. The law is as follows:

“The purpose of the culminating project is to assure that students are able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding.”

In order to satisfy this Pennsylvania State requirement, you are responsible for completing a project in one of the following four areas:

1. Career
2. Creative
3. Service
4. Technical

The final project and paper must be completed by December 20th of your senior year. In addition, during a spring in-service day of your senior year, you will deliver an oral presentation about your project to several faculty and administrative members.

Please note that if you do not complete the project and/or the oral presentation, or if you score below an 80 percent on either of these requirements, you will not be eligible for a diploma and you will not participate in the graduation ceremony.

A faculty advisor will assist you with the completion of the senior project requirements, and all questions regarding the project should be directed to your advisor.

The Bedford Area School District Administration and Faculty are excited about this opportunity for you to demonstrate your knowledge, skills, and creativity.

Sincerely,

Kyle Kane,
Principal

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SENIOR PROJECT TIMELINE

Sophomore Year

- ❑ Introduce yourself to your faculty advisor by the end of October.
- ❑ Carefully read this Senior Project Guide, and with the help of your parents or guardians, determine the type of project that best fits your personality and skills (career, creative, service, or technical).
- ❑ Attend senior project meetings with your advisor as scheduled.

Junior Year

- ❑ Prior to **Christmas Break** submit a completed and signed Parent/Guardian Consent Form (pg. 14) and the Senior Project Proposal Form (pg. 15) to your faculty advisor for approval. Please note that a technical or unique project must also be approved by an administrator.
- ❑ Meet with your faculty advisor one time per marking period to discuss the progress you are making with your project.
- ❑ Document the hours you spend working on your project, and take photographs of your progress to be used as visual aids for your presentation.

Senior Year

- ❑ Finish your senior project, and submit your 3-5-page paper to your advisor on or before **Christmas Break**.
- ❑ If your paper does not receive a score of at least an 80%, you must rewrite and resubmit the paper within ten school days.
- ❑ During a spring in-service day, deliver an oral presentation about your project with a visual aid to several faculty members; follow the Oral Presentation Requirements on page 13.
- ❑ If you do not earn at least an 80% on your oral presentation, you will be scheduled to deliver another presentation no sooner than ten school days after the original presentation was given.
- ❑ If you do not complete your written report, submit the proper forms and documentation, or deliver an oral presentation, a meeting will be scheduled with you, your parents/guardians, your faculty advisor, and a school administrator to discuss the following consequences for failing to finish this mandatory project:
 - Saturday School attendance until your project is complete
 - Denial of the privilege of participating in the graduation ceremony
 - The withholding of your diploma until all requirements are met

CAREER PROJECT

To satisfy the requirements of the career project, you must complete the following tasks:

- ❑ Submit the signed Parent/Guardian Consent Form (pg. 14) and the Senior Project Proposal Form (pg. 15) to your faculty advisor for approval prior to starting your project.
- ❑ With the help of your guidance counselor and/or your parents, select a career that seems interesting and meaningful.
- ❑ Research the following information:
 - Educational requirements
 - Schools or colleges that offer the necessary programs of study
 - Program and course descriptions
 - Cost of education
 - Career opportunities, including estimated supply and demand
 - Salary
 - Opportunities for advancement
 - Alternative paths
- ❑ Interview at least three individuals currently working in the profession.
- ❑ Document your interviews by printing your e-mails, letters, and/or the written questions and answers from your interviews; attach these documents to your final paper.
- ❑ Job shadow for a minimum of **ten hours** at least two people who are currently working in the profession and document your experiences using the Career Project Documentation Form on page 5. The hours may be distributed in any way (5 hours with one person and five with another, or 3 hours with one and 7 hours with another, etc.).
- ❑ Follow the requirements on page 12 and write a 3-5-page paper that incorporates a description of your research results, interviews, job shadow experiences, and personal reflection.
- ❑ Submit your final paper, along with the completed Career Project Documentation Form on page 5, to your faculty advisor by **December 20th** of your senior year.
- ❑ Prepare and deliver a 10-15-minute presentation with visual aid(s) about your project (see “Oral Presentation Requirements” on page 13).

CAREER PROJECT DOCUMENTATION

After you have job shadowed two professionals, complete this form and attach it to your paper for your advisor's review.

Student's Name: _____

Professional's Name: _____

Place of Employment: _____

Address: _____

Phone Number: _____

I, _____, verify that _____
(Professional's Name) (Student's Name)

has observed me on _____ for _____ hours.
(Date(s) of Observation) (Total Hours)

Professional's Signature: _____

~~~~~  
Student's Name: \_\_\_\_\_

Professional's Name: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, verify that \_\_\_\_\_  
(Professional's Name) (Student's Name)

has observed me on \_\_\_\_\_ for \_\_\_\_\_ hours.  
(Date(s) of Observation) (Total Hours)

Professional's Signature: \_\_\_\_\_

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## CREATIVE PROJECT

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To satisfy the requirements of the creative project, you must complete the following steps:

- ❑ Select one of the following creative projects or create your own. Note: if you create a project not on this list, it must be approved by an administrator.
  - produce and perform an original one-act (or longer) play
  - write an original play
  - write a collection of five original short stories
  - produce and perform a musical concert or musical theatre montage
  - create and perform an original musical composition
  - create and perform an original choreographed dance performance (ballet, tap, jazz, etc.)
  - plan and paint a wall mural approved by the principal
  - paint a collection of at least four paintings
  - create a professional-looking photographic portfolio (not a scrapbook) that consists of a series of at least 20 planned photographs with a common theme or goal
  - script, direct, produce, edit, and package (titles, credits, music) in a professional manner either a documentary (travel, historical, biographical) or an animated feature. 10-20 minutes for film; 5-10 for animation.
- ❑ Complete the Parent/Guardian Consent Form (pg. 14) and the Senior Project Proposal Form (pg. 15) and submit these forms to your faculty advisor **before** beginning your project.
- ❑ Begin working on your creative project after receiving approval from your faculty advisor (or an administrator if your project is unique).
- ❑ Follow the writing guidelines on page 12 and write a 3-5-page paper.
- ❑ Submit your final process paper to your faculty advisor by **December 20th** of your senior year.
- ❑ Prepare and deliver a 10-15 minute presentation with visual aid(s) about your project (see “Oral Presentation Requirements” on page 13).

## CREATIVE PROJECT DOCUMENTATION FORM

**During your creative project, complete this form and attach it to your paper for your faculty advisor's review.**

Student's Name: \_\_\_\_\_

Parent/Guardian or Professional's Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, verify that \_\_\_\_\_  
 (Parent/Guardian or Professional) (Student's Name)

has worked on his or her creative project on the following dates for a minimum of thirty total hours:

| Date               | Activity | Hours |
|--------------------|----------|-------|
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
| <b>TOTAL HOURS</b> |          |       |

\_\_\_\_\_  
 (Parent/Guardian or Professional's Signature)

\_\_\_\_\_  
 Date



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## SERVICE PROJECT

---

To satisfy the requirements of the service project, you must complete the following steps:

- Select one of the following service projects or create your own. Note: if you create a project not on this list, it must be approved by an administrator.
  - **School** (minimum 30 hours)
    - Organize and implement a career day
    - Organize and implement a health fair
    - Develop and implement a computer software program for school use
    - Develop and implement a buddy program for students with special needs
    - Develop and implement a peer support group
    - Develop an outreach program with the elementary and middle schools
  - **Community** (minimum 30 hours)
    - Create a community mural with permission
    - Develop and implement a “Guide to the Community”
    - Create and implement a safety awareness program in conjunction with the fire and/or police departments
    - Develop and implement a needed program for an existing community service such as Habitat for Humanity, a woman’s shelter, or an animal shelter
    - Develop and implement objectives for providing services for elderly persons at a nursing home
- Complete the Parent/Guardian Consent Form (pg. 14) and the Senior Project Proposal Form (pg. 15) and submit these forms to your faculty advisor **before** beginning your project.
- Start working on your service project after receiving approval from your faculty advisor.
- Complete the Service Project Documentation Form on page 9 and attach the form to your written paper.
- Follow the writing guidelines on page 12 and write a 3-5-page paper.
- Submit your final paper and Service Documentation Form to your faculty advisor by **December 20<sup>th</sup>** of your senior year.
- Prepare and deliver a 10-15 minute presentation with visual aid(s) about your project (see “Oral Presentation Requirements” on page 13).

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## SERVICE PROJECT DOCUMENTATION FORM

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**During your service project, complete this form and attach it to your paper for your faculty advisor's review.**

Student's Name: \_\_\_\_\_

Service Recipient: \_\_\_\_\_

Location of Service: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, verify that \_\_\_\_\_  
(Service Recipient) (Student's Name)

has provided services on the following dates for a minimum of thirty total hours:

| Date               | Activity | Hours |
|--------------------|----------|-------|
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
| <b>TOTAL HOURS</b> |          |       |

Service Recipient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TECHNICAL PROJECT

---

To satisfy the requirements of the technical project, you must complete the following steps:

- Select one of the following technical projects (note: all technical projects must be approved by an administrator):
  - Automotive (minimum 30 hours)
  - Computer (minimum 30 hours)
  - Construction (minimum 30 hours)
  - Scientific experiment (minimum 30 hours)
  
- Complete the Parent/Guardian Consent Form (pg. 14) and the Senior Project Proposal Form (pg. 15) and submit these forms to your faculty advisor **before** beginning your project.
  
- **Your faculty advisor then will submit your proposal to the administration for final approval.**
  
- Begin working on your technical project after receiving approval from your faculty advisor and administrator.
  
- Complete the Technical Project Documentation Form on page 11 and attach the form to your paper.
  
- Follow the writing guidelines on page 12 and write a 3-5-page paper.
  
- Submit your final paper to your faculty advisor by **December 20<sup>th</sup>** of your senior year.
  
- Prepare and deliver a 10-15 minute presentation with visual aid(s) about your project (see “Oral Presentation Requirements” on page 13).

## TECHNICAL PROJECT DOCUMENTATION FORM

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During your technical project, complete this form and attach it to your final paper for your faculty advisor's review.

Student's Name: \_\_\_\_\_

Parent/Guardian or Professional's Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, verify that \_\_\_\_\_  
(Parent/Guardian or Professional) (Student's Name)

has worked on his or her technical project on the following dates for a minimum of thirty total hours:

| Date               | Activity | Hours |
|--------------------|----------|-------|
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
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|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
|                    |          |       |
| <b>TOTAL HOURS</b> |          |       |

\_\_\_\_\_   
(Parent/Guardian or Professional's Signature)

\_\_\_\_\_   
Date

## PAPER REQUIREMENTS

| Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Possible Points | Earned Points |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|
| <b>FOCUS</b> <ul style="list-style-type: none"> <li>• stays on a single topic with awareness of task and audience</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                               | 10              |               |
| <b>CONTENT</b> <ul style="list-style-type: none"> <li>• includes an effective introduction and thesis statement</li> <li>• explains the interest in/purpose of the project</li> <li>• describes the processes involved in completing the senior project</li> <li>• describes challenges encountered during completion of project</li> <li>• includes a personal reflection of the learning experience</li> <li>• includes a strong conclusion</li> </ul>                                                                   | 30              |               |
| <b>DEVELOPMENT</b> <ul style="list-style-type: none"> <li>• describes the project using supporting evidence and examples</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        | 10              |               |
| <b>ORGANIZATION</b> <ul style="list-style-type: none"> <li>• maintains logical order and transition of ideas</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                    | 10              |               |
| <b>STYLE</b> <ul style="list-style-type: none"> <li>• demonstrates control of language, stylistic techniques, and sentence structures to create a consistent, formal, and effective tone</li> </ul>                                                                                                                                                                                                                                                                                                                        | 10              |               |
| <b>CONVENTIONS</b> <ul style="list-style-type: none"> <li>• controls sentence formation</li> <li>• contains few errors in grammar, usage, spelling, and punctuation</li> </ul>                                                                                                                                                                                                                                                                                                                                             | 20              |               |
| <b>PAPER FORMAT</b> <ul style="list-style-type: none"> <li>• 3-5 pages</li> <li>• standard typing paper (8 ½ x 11 inches)</li> <li>• black ink</li> <li>• one-inch page margins (top, bottom, left, and right)</li> <li>• Times New Roman, 12 pt. font</li> <li>• double-spaced</li> <li>• student's last name and page number at top right corner of each page</li> <li>• title page containing student name, faculty advisor, project title, and date</li> <li>• any necessary forms stapled behind the paper</li> </ul> | 10              |               |
| <b>MEETING DECEMBER 20<sup>th</sup> DEADLINE</b> <ul style="list-style-type: none"> <li>• deduct five points for each day late</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                  |                 |               |
| <b>Student must achieve a score of at least 80 points to pass.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>100</b>      |               |

## ORAL PRESENTATION REQUIREMENTS

| Requirements                                                                                                                                                                                                                                                                                                                                                     | Possible Points | Earned Points |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|
| <b>INTRODUCTION</b> <ul style="list-style-type: none"> <li>• is original, creative, and grabs the attention of the audience</li> <li>• appropriately introduces the topic</li> <li>• leads clearly and logically into the speech</li> </ul>                                                                                                                      | 10              |               |
| <b>CONTENT</b> <ul style="list-style-type: none"> <li>• informs the audience of the process used to complete the senior project</li> <li>• explains the interest in/purpose of the project</li> <li>• describes the experiences encountered throughout the project in a logical order</li> <li>• defines technical terms specific to the project</li> </ul>      | 30              |               |
| <b>CONCLUSION</b> <ul style="list-style-type: none"> <li>• is original, creative, and creates a sense of closure for the audience</li> <li>• appropriately closes the presentation</li> </ul>                                                                                                                                                                    | 10              |               |
| <b>NONVERBAL COMMUNICATION</b> <ul style="list-style-type: none"> <li>• maintains eye contact</li> <li>• posture/body language</li> <li>• composure</li> </ul>                                                                                                                                                                                                   | 10              |               |
| <b>VOICE</b> <ul style="list-style-type: none"> <li>• clear enunciation (fully pronouncing each syllable of each word)</li> <li>• tone (speaker is enthusiastic and tone is not monotonous)</li> <li>• volume (speaking loudly enough so that every member of the audience can hear what is said)</li> </ul>                                                     | 10              |               |
| <b>LANGUAGE USAGE</b> <ul style="list-style-type: none"> <li>• use of standard English (proper grammar and avoidance of clichés/slang)</li> <li>• clarity (precise language that is easily comprehended)</li> <li>• response to questions</li> </ul>                                                                                                             | 10              |               |
| <b>EFFECTIVE USE OF VISUAL AID(S)</b> <ul style="list-style-type: none"> <li>• is visible to entire audience</li> <li>• is professionally designed</li> </ul>                                                                                                                                                                                                    | 10              |               |
| <b>APPEARANCE OF THE SPEAKER</b> <ul style="list-style-type: none"> <li>• professional, neat appearance (no jeans, T-shirts, or sneakers)</li> </ul>                                                                                                                                                                                                             | 10              |               |
| <b>LENGTH (minimum 10 minutes)</b> <ul style="list-style-type: none"> <li>• DEDUCTIONS                             <ul style="list-style-type: none"> <li>□ Under 5 min = -10 pts.</li> <li>□ 5 – 5:59 min. = - 6</li> <li>□ 6 – 6:59 min = - 5</li> <li>□ 7 – 7:59 min = - 4</li> <li>□ 8 – 8:59 min = - 3</li> <li>□ 9 – 9:59 min = - 2</li> </ul> </li> </ul> |                 |               |
| <b>Student must achieve a score of at least 80 points to pass.</b>                                                                                                                                                                                                                                                                                               | <b>100</b>      |               |

## PARENT/GUARDIAN CONSENT FORM

---

This form must be completed and submitted to your faculty advisor **prior to starting any work** on your senior project.

As the parent/guardian of \_\_\_\_\_, I am aware that all three phases of the senior project (documentation, project, and presentation) must be completed as per the procedures detailed in this Senior Project Guide in order to qualify for graduation.

To meet the requirements of Pennsylvania's Code 4.24 (senior project requirement), my son or daughter has chosen to complete the following project:

---

(Description of Senior Project)

I fully understand the importance of all deadline dates, and I also realize that all components of the senior project are due on or before the designated deadline. The senior project and the paper must be completed **December 20<sup>th</sup>** of the student's senior year. The oral presentation will be delivered during a teacher in-service day during April of the senior year.

I further acknowledge that my son or daughter has selected his or her project independently of the faculty and administration of the Bedford Area School District. All consequences of the project choice, production, or experience, unless otherwise stated, rest solely with my son or daughter and me.

**I understand if my son or daughter does not complete the proper documentation forms, the project and/or the oral presentation, he or she will not be eligible for a diploma and WILL NOT participate in the graduation ceremony.**

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

**PLEASE NOTE:**

**The Bedford Area School District strongly urges students to keep safety in mind when selecting their projects. We reserve the right to reject any inappropriate, dangerous, or illegal projects.**

# SENIOR PROJECT PROPOSAL FORM

**Before you begin your senior project, this form must be completed and submitted to your faculty advisor for approval.**

Student's Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Circle Project Type:                      Career                      Creative                      Service                      Technical

1. Describe your senior project in a well-written paragraph:

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2. State the purpose and/or use of the project:

---

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3. List the necessary resources and/or supplies for your project:

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4. Outline the steps for completing your senior project and set dates for finishing specific tasks:

| Steps | Dates |
|-------|-------|
| 1.    |       |
| 2.    |       |
| 3.    |       |
| 4.    |       |
| 5.    |       |
| 6.    |       |
| 7.    |       |
| 8.    |       |
| 9.    |       |
| 10.   |       |

\_\_\_\_\_  
(Faculty Advisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Administrator's Signature required for a technical or unique project)

\_\_\_\_\_  
(Date)



