

Dear Parents or Guardians:

This letter serves as an introduction to the **Pennsylvania state-mandated Graduation Project**, supported by Pennsylvania’s governor and endorsed by the Allentown Board of School Directors and the Superintendent of Schools for the Allentown School District. As a requisite for graduation, the project carries a .2 credit toward the cumulative point requirement. The student will receive a final grade for this project at the end of his or her senior year. The final grade will appear on the student’s report card and transcript. Students **not completing** the Graduation Project **will not** receive a diploma.

While the project is primarily an independent study project, at William Allen High School, the student’s homeroom teacher has been assigned as an advisor to disseminate and collect information.

In addition to an advisor, your son or daughter may elect to work with a **mentor**, a guide either from within the school community, the home, or the community-at-large. This individual should be someone knowledgeable in the area of the student’s interest. The mentor will provide insight and assistance on a need-to-know basis. A student is required to have a mentor for the Career Research, Community Service, Creative Work, and Documented Research Paper options.

Please study the accompanying materials with your son or daughter to assist in focusing his/her interests and in selecting one of the several types of projects available. It is the hope of William Allen High School’s faculty and staff that each student will find a unique and interesting path toward success while completing the graduation project.

During the senior year, the project will be reviewed by a panel of faculty members, on dates assigned by the school district. The date is noted on the school district’s activities calendar. Faculty panels will ensure that all specific project requirements have been completed.

Your cooperation by signing and returning this letter as soon as possible is greatly appreciated. We also ask that you help your son or daughter complete the proposal form on the reverse side of this letter. The purpose of the proposal is to explain what the student plans to do for this or her project. The proposal will be reviewed and returned to the student. With you, the entire school community looks forward to the prospect that your child’s selection will prove a challenging and rewarding experience, providing a spark for a lifetime of continued interest and personal satisfaction.

Sincerely,

Keith R. Falko
Principal

Name of Student _____

Student’s ID number _____ Homeroom _____

Signature of Parent or Guardian _____ Date _____

GRADUATION PROJECT PROPOSAL

Student Name _____

Homeroom _____ **Grade** _____ **Student ID #** _____ **Date** _____

Project Title _____

Project Type – circle one: A B C D E F

Brief Description – Look back at specific project requirements on pages to use as an outline for your proposal.

Mentor – A Mentor is required for Career Research, Community Service, Creative Work, and Documented Research Paper

Mentor's Name _____

Title and place of employment or reason for expertise _____

Mentor's Address _____

City, State, Zip _____

Telephone Number _____

Project goal – Why did you choose this particular project? What do you plan to learn from this experience?

Plans to achieve this goal – Timeline –

Student Signature _____

Parent or Guardian Signature _____

Mentor Signature _____

Advisor Signature _____

WILLIAM ALLEN HIGH SCHOOL
GRADUATION PROJECT

I. DESCRIPTION

In order to graduate from William Allen High School, each student shall design and complete an independent study project in one or more areas of concentrated study. The purpose of the graduation project is to assure that the student is able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding. It is the responsibility of each student to fulfill the requirements set forth in this document. The high school faculty shall provide guidance and direction in the fulfillment of these responsibilities, if needed. Outside community resource persons may also guide and direct students.

Projects may be undertaken by individual students or groups, but presentations shall be given on an individual basis. Also, all students must complete individual paperwork and materials.

II. GOALS

To provide all students with a culminating activity that demonstrates their skills in writing, speaking, research, and organization.

To provide all students with an opportunity outside the classroom to integrate their various courses of study and interest.

To provide all students with an opportunity to demonstrate a sense of responsibility and a good work ethic prior to graduation from William Allen High School.

III. TYPES OF PROJECTS

A. CAREER RESEARCH

1. Shadowing
 - a. Minimum of six (6) hours of SHADOWING, one (1) more professionals, in blocks of one (1) or more hours
 - b. You must keep a JOURNAL of your personal reaction to each shadowing visit. See page 19 for shadowing log form.
2. Interviewing
 - a. Five (5) INTERVIEWS required; the person(s) being shadowed may be interviewed.
 - b. Keep a LOG stating the date, time, place, and signature of people interviewed or shadowed. See page 20 for form.
 - c. Signature and date must correspond with each interview and shadowing experience
 - d. Contact address and phone number must be listed on the log
 - e. A minimum of ten (10) questions must be asked of each person interviewed. Your interview questions must be included with your project paperwork. You may use the same set of questions for each person that you interview. Record each person's answers and include them with your project paperwork.
3. Visual Media – You must have a visual to accompany your project. Suggestions for the visual include a poster, video, cassette, charts, or photos.
4. Written Paper
 - a. Must be at least five (5) pages of typed text
 - b. Current research must include
 - 1.) job qualifications
 - 2.) educational requirements
 - 3.) observations from shadowing experiences and interviews may be incorporated
 - 4.) other pertinent information may be included
5. Oral presentation – Must be given on a date specified by the school. See pages 11 – 12 for details.

B. COMMUNITY SERVICE

1. Minimum of forty (40) hours, unpaid
 - a. Excludes class assignments
 - b. Excludes ninth grade career project
 - c. Excludes personal employment
2. Community service shall be performed at a non-profit organization operating as a service to the community.
3. Documentation shall be recorded on the Community Service Log/Journal Form. See pages 21 – 22 for log form.
4. Visual Media - You must have a visual to accompany your project. Suggestions for the visual include poster, video, cassette, charts, or photos.
5. Oral Presentation – see pages 11 – 12 for details.
6. Students completing community service hours while on court-ordered probation may not use those hours for their graduation project. If a student wishes to keep volunteering at a community service location where he or she completed court-ordered probation hours, the student must provide proof that the required forty (40) hours were in addition to those hours ordered by the court.

C. CREATIVE WORK

1. A creative work must demonstrate the student's ability or talent to develop an original, complex product with personal meaning.
2. Documentation must be on the required Creative Work Log/Journal Form, accompanied by mentor signatures. See page 23 for form.
 - a. The student must complete ten (10) entries.
3. The oral presentation must be relevant to the student's chosen topic. See pages 11 – 12 for details.
4. Visual Media must be relevant to the project choice.
5. A final reflective essay must be completed. The reflective essay must be at least two (2) pages in length. Please refer to the form at the back of the book. See page 24 for form.

D. CULTURAL STUDY

1. The Cultural Study Project must have a theme that focuses on a topic of personal significance. You may choose any culture on which to base your project. Themes include
 - a. education
 - b. tradition
 - c. history of culture or country
 - d. religious practices
 - e. music
 - f. art
 - g. cuisine
 - h. clothing/fashion
 - i. politics and government
 - j. architecture
2. Interview at least five (5) people about the culture chosen
 - a. Record all interviews on the Cultural Study Log/Journal Form with signature, address, and phone number. See page 25 for the form.
 - b. Include all interview questions and answers. You must have at least five (5) questions.
3. Visual Media - You must have a visual to accompany your project. Suggestions for the visual include poster, video, cassette, charts, or photos.
4. Written paper
 - a. Must have at least five (5) pages of typed text.
 - b. Document all sources, including those found on the internet.
 - c. Format your paper in MLA format, according to the Allentown School District's *Style Sheet for Writing the Research Paper*.
 - d. You may also use information from your Cultural Study Interview Log/Journal Forms in your paper.
5. Oral presentation. See pages 11 – 12 for details.

E. CUMULATIVE PROJECT

1. The Cumulative Project involves submission of superior graded class projects, research papers, essays, oral presentations, creative work, or special assignments from at least six (6) of the following ten (10) areas of study:
 - a. communications
 - b. mathematics
 - c. science or technology
 - d. environment and ecology
 - e. citizenship
 - f. arts and humanities
 - g. career education and work
 - h. wellness and fitness
 - i. home economics
 - j. school or community related contributions
2. Eligible works submitted must have a teacher's signature and the official William Allen High School sticker. Students must have received a grade of A on the project for it to be considered eligible.
3. Works completed during grades 9 – 12 are eligible for submission.
4. Students will write a reflective essay that explains how the content of their portfolio demonstrates academic growth and responsibility.
 - a. The essay must be at least four (4) pages in length, computer generated, in a font no larger than fourteen (14) point. See page 17 for specific instructions.
 - b. Use the Grading Rubric for the Cumulative Project as a guide. See page 18 for the rubric.
5. Areas of concentration must be articulated on the Graduation Project Proposal form.
6. The Cumulative Project must be completed by the date of the first school-wide presentation in the fall.

F. DOCUMENTED RESEARCH PAPER

1. Must include a thesis statement
2. Documentation must include
 - a. outline
 - b. note cards
 - c. bibliography cards
 - d. rough draft, which must include parenthetical references and works cited page
 - e. final copy, which must include parenthetical references and works cited page
3. Written paper must be a minimum of ten (10) pages of typed text
4. Needs an English teacher's signature as a mentor. It is your responsibility to find an English teacher to be your mentor.
5. The format of the paper must meet specifications set forth in the William Allen High School's *Style Sheet for Writing the Research Paper*, which is based on the Modern Language Association's (MLA) format. *The Style Sheet* may be obtained from any English teacher or accessed on the Allentown School District's website.
6. The rough draft must be submitted to the mentor English teacher for review one (1) month prior to the presentation. The mentor must sign and date the rough draft when he or she reviewed the paper.
7. An oral presentation of the documented research project is required. The oral presentation may include visuals to help illustrate the student's research. See pages 11 – 12 for details.

A FINAL NOTE ABOUT PROJECT CHOICES:

All projects must be original. Projects, other than the Cumulative Project (Project E), must not have been submitted for credit in any course at William Allen High School or the Lehigh Career and Technical Institute (LCTI). However, any project previously submitted for a grade may be expanded as a basis for further study.

IV. PROCEDURE/TIMELINE FOR GRADUATION PROJECT

A. Eleventh Grade

1. Letter describing the graduation project will be sent home and signed by the parent/guardian and student.
2. Students and parents will be given the description, the procedure, and the assessment guidelines for what is expected.
3. Homeroom teacher will serve as a contact person to answer questions.
4. Students will begin exploration of possible projects.
5. Students will complete a proposal form and submit it to the homeroom teacher. Students will keep a personal photocopy at home.
6. Students will provide a detailed outline, including a timeline, showing the steps to fulfill the project requirements.
7. **The majority of the work should be completed prior to the beginning of the senior year. The entire project should be ready for presentation upon the opening of school in September of the student's senior year.**

B. Twelfth Grade

1. The Graduation Project will be presented at times established by the Allentown School District in the fall and spring. Students will be assigned a presentation date by William Allen High School's Graduation Project Committee.
2. Graduation Projects may be completed early. Some projects may be completed during the junior year.
3. If students do not show for their presentation appointment time, parents will be notified.
 - a. If a student misses his or her presentation appointment due to illness, he or she will need to present a doctor's excuse to the Attendance Office before a make up appointment can be scheduled.

- b. Any student who misses his or her presentation appointment time due to a family trip or vacation must have an approved Temporary Absence Permit (TAPS) form on file with the Attendance Office. This form must be filed prior to the presentation day. The principal will approve or disapprove all TAPS forms. Make up presentations will only be arranged if an approved TAPS form is on file in the Attendance Office.
- 4. All presentations must be given in English, without the aid of an interpreter.
- 5. Progress or lack thereof will be noted during the “Senior Update” with counselors.

V. ASSESSMENT OF PROJECTS

A. Advisor/Mentor

- 1. The advisor’s role – administrative, giving direction, suggestions
- 2. The mentor’s role – hands-on direction of project implementation

B. Review Panel

- 1. For projects requiring an oral presentation
 - a. A faculty panel will evaluate all graduation projects.
 - b. The Review Panel will be responsible for the final grade on the graduation project.
 - c. The grades for the project will be Outstanding (O), Satisfactory (S), and Unsatisfactory (U). Unsatisfactory (U) denotes failure. The grade for the student’s project shall be recorded on his or her final senior report card and final senior transcript.
- 2. The Cumulative Project will be evaluated by the teachers who are members of the Graduation Project Committee.

C. Twelfth Grade/Final Presentation

1. Written presentation will be judged using the Pennsylvania Domain Scoring Guide.
 - a. Focus – The single controlling point made with an awareness of task about a specific topic.
 - b. Content – The presence of ideas developed through facts, examples, anecdotes, details, opinions, statistics, reasons, and/or explanations.
 - c. Organization – The order developed and sustained within and across paragraphs using traditional devices and including introduction and conclusion.
 - d. Style – The choice, use, and arrangement of words and sentence structures that create tone and voice.
 - e. Conventions – Grammar, mechanics, spelling, usage, and sentence formation.
2. The oral presentation will be judged on the basis of the following categories:
 - a. Content, which includes
 - 1.) five (5) minute minimum presentation
 - 2.) supporting information
 - 3.) conclusions
 - 4.) importance, value, or impact of the project
 - 5.) sources of information
 - 6.) vocabulary relevant to the topic
 - b. Effective speaking, which includes
 - 1.) presenting one's self with poise
 - 2.) maintains consistent eye contact with the review panel
 - 3.) enunciates clearly
 - 4.) varies tone, volume, and speed to enhance presentation

5.) speaks alone, without the aid of an interpreter

c. Organization

1.) is appropriate to the study

2.) use of an engaging beginning and thoughtful ending

3.) supports a clear thesis or idea

4.) flows smoothly from one idea to the next

d. Visual Media

1.) effective use of graphic design

2.) communicates significant information

3.) clearly, accurately, and precisely communicates information

4.) photos should be mounted on poster board, organized in an album, or placed in a computer/slide presentation

e. Response to questions

1.) effectively responds to all questions from the panel

2.) uses questions from the panel to illustrate the topic

ONLY PERSONAL MATERIALS WILL BE RETURNED AT THE END OF THE SCHOOL YEAR.

VI. REMEDIATION

Students whose written and/or oral presentations are evaluated as UNSATISFACTORY (U) during the original presentation may have the opportunity to correct and resubmit their work at a time set by the school and the Graduation Project Committee.

VII. STUDENT RESPONSIBILITIES

- A. Keep a file containing all pertinent documents to the Graduation Project, including the Graduation Project Handbook.

- B. Make duplicates of all materials related to the project.
- C. Familiarize yourself with all aspects of the graduation project.
- D. Meet with your mentor at designated times.
- E. Fulfill requirements completely and on time.
- F. Seek the help of a mentor. A mentor may be a parent, relative, friend, teacher, or any person with expertise in your chosen topic.
- G. Do your very best work on the Graduation Project.
- H. Be prepared for the assessment portion of the Graduation Project. Practice your presentation before you give it.

VIII. MENTOR RESPONSIBILITIES

A. Definition of a mentor

A mentor, a contact within or outside the school community, may provide knowledge, information, support, and guidance in order to assist the student in attaining successful completion of the graduation project. The mentor may be a participant in the final evaluation review.

B. Suggestions for successful mentoring

A mentor

1. should be aware that the project is a state-mandated requirement for graduation.
2. should receive the complete packet regarding the project and its requirements for successful completion.
3. should sign the proposal form in the packet and date all appropriate places.
4. should be aware of the on-going timeline constraints.
5. advise as to the appropriateness of the student's topic.
6. provide expertise on a need-to-know basis.

C. A Mentor is required for the following projects.

1. Career Research (Project A)
2. Community Service (Project B)

3. Creative Work (Project C)
4. Documented Research Paper (Project F)

POSSIBLE PROJECT TOPICS

IX. Possible Project Topics – as divided by project type

A. Career Research

1. Investigate any career
2. Produce a video chronicling a “day on the job”
3. Interviews
4. Shadow: a daycare provider, a hospital worker, etc.

B. Community Service

(AS LONG AS IT IS NOT YOUR PERSONAL EMPLOYMENT)

1. Set up catalogs in the Catalog Room of the William Allen High School Guidance Office
2. NJROTC Community Service Projects
3. Produce promotional materials for community displays promoting William Allen High School and the Allentown School District
4. Boy Scouts or Girl Scouts
5. Student Government Association (SGA) projects
6. School Publications
 - a. *Comus* yearbook
 - b. *Canary* newspaper
 - c. *Inklings* literary art magazine
7. National Honor Society Projects
8. Soup kitchen volunteer
9. Mayfair
10. Fish hatchery
11. Animal shelter
12. Recycling center

13. Blood Mobile
 14. Casa Guadalupe, Hispanic Cultural Center (homework tutoring, etc.)
 15. Volunteer during community heritage days
 16. Church
 17. Homeless shelter
 18. YMCA, JCC, Boys' Club or Girls' Club
 19. Elderly
 20. Hospital
 21. Library
 22. Work with West Park Association on a special project
 23. Organize a neighborhood clean-up program
 24. Volunteer at Turning Point
 25. fundraising, for school related organizations or community based organizations
 26. Habitat for Humanity
- C. Creative Work
1. Write a play, direct, and produce it
 2. Produce a film or documentary on a novel, expressing its value as a piece of literature
 3. Do a writing in language foreign to you and not English
 4. Portfolio of your original art work representing a common theme
 5. Play a significant role in a school or community production
 6. Compile a cookbook of treasured family recipes or a theme related cookbook with at least twenty-five (25) recipes; prepare at least five (5) with pictures and evaluate those you tried. Explain the significance of the recipes collected.
 7. Create a learning center for elementary or pre-school children

8. Write a literary magazine
9. Poetry – Collections of poetry must include a minimum of ten poems. The significance of each poem must be explained.

D. Cultural Study

1. Personal genealogy – must include in-depth historical research and family tree, not just a family album. This is different from a research paper, as it may include personal anecdotal references.
2. Investigate a community or cultural event
3. Investigate an icon, symbol, or something unique within a culture and explain its importance. This icon can include something from music, cuisine, art, fashion, currency, religion, or myths.
4. Remember to focus on your theme. This is not an encyclopedia report.

**William Allen High School
Graduation Project
Cumulative Project Option
Reflective Essay Instructions**

Collect six (6) projects from the following ten areas of study: (1) communications; (2) mathematics; (3) science and technology; (4) environment and ecology; (5) citizenship; (6) arts and humanities; (7) career education and work; (8) wellness and fitness; (9) home economics; and (10) school or community related contributions. Eligible works must have a teacher's signature and the official William Allen High School sticker.

Write a reflective essay that explains how the six (6) "stickered" projects demonstrate academic growth and responsibility.

The essay must be at least four (4) pages long. It must be computer generated. It should be organized into paragraphs, using the format described below.

The following format is suggested for the reflective essay.

Paragraph One – Introduction -- Explain the purpose of the essay. Tell why you chose to do the cumulative project and explain what you learned by gathering the six (6) projects that you chose for this essay.

Paragraph Two – Discuss one of your "stickered" projects. Tell how the project demonstrates academic growth and responsibility. Reflect on what you learned while doing the project, and discuss why you remember doing the project.

Paragraph Three

Paragraph Four

Paragraph Five --

Paragraph Six

Paragraph Seven

Follow the instructions for paragraph two.

You should reflect on one of your projects in each of the supporting paragraphs.

Conclusion --

The conclusion should restate what you have learned by completing the cumulative project as a whole.

When you are finished writing the reflective essay, attach evidence of the six (6) "stickered" projects to your reflective essay. Submit the reflective essay, along with the evidence of your six (6) "stickered" projects to the Graduation Project Committee. The Cumulative Project will not be accepted after the first presentation date.

CUMULATIVE PROJECT – REFLECTIVE ESSAY RUBRIC

Name _____ ID # _____ Homeroom _____

Name of Evaluator(s) _____

Date _____

	Content Student Score _____	Organization Student Score _____	Conventions Student Score _____
4	The reflective essay completely explains how the six "stickered" projects demonstrate academic growth and responsibility.	The reflective essay is written in standard composition format. Paragraphing is exemplary.	There are no/few errors with spelling, punctuation, capitalization, and sentence structure.
3	The reflective essay generally explains how the six "stickered" projects demonstrate academic growth and responsibility.	The reflective essay is written in standard composition format, with few mistakes. Paragraphing is sufficient.	There are many errors with spelling, punctuation, capitalization, and sentence structure.
2	The reflective essay partially explains how the six "stickered" projects demonstrate academic growth and responsibility.	The reflective essay is written in standard composition format, with many mistakes. Paragraphing is insufficient.	There are many errors with spelling, punctuation, capitalization, and sentence structure.
1	The reflective essay does not explain how the six "stickered" projects demonstrate academic growth and responsibility.	The reflective essay is not written in standard composition format. Paragraphing is nonexistent.	There are countless errors with spelling, punctuation, capitalization, and sentence structure.

Other Requirements:

The reflective essay must be computer generated.
 The essay must be at least four pages in length.
 Evidence of the six "stickered" projects must accompany the essay.
 If the essay does not meet these requirements, it will require remediation.

Passing Requirements:

The student must achieve a score of 4 or 3 in each area.
 Students who receive a score of 2 or 1 in one of the areas will require remediation.

Results: _____ Pass _____ Needs Remediation _____ Failure*

*If the student fails, please provide a brief explanation as to the reason for failure.

Please attach completed rubric to the student's reflective essay.

School District of the City of Allentown
WILLIAM ALLEN HIGH SCHOOL
Graduation Project
Career Research - Project A
Shadowing Log

Your Name: _____

- ID #: _____
- Homeroom #: _____

Date of shadowing experience: _____

Name of person shadowed: _____

- Title and Company: _____
- Address: _____
- Telephone Number: _____
- Signature of person shadowed: _____

Specific location of today's shadowing experience: _____

Activity of today's shadowing experience: _____

Your personal reaction to today's shadowing experience. Be specific about what you saw and the effect this shadowing experience had upon you and your career choice. (Minimum of two 4-6 sentence paragraphs per hour of shadowing.)

A Note About Shadowing: Six hours of shadowing of one or more professionals, in blocks of one or more hours, is required.

Make additional copies of this form as you need them.

School District of the City of Allentown
WILLIAM ALLEN HIGH SCHOOL
Graduation Project
Career Research – Project A
Interview Log

Your Name: _____

- Your ID #: _____
- Your Homeroom #: _____

Date of Interview: _____

Name of Person Interviewed: _____

- Title and Company: _____
- Company Address: _____
- Telephone Number: _____
- Signature of Person Interviewed: _____

YOU MUST INTERVIEW FIVE (5) PEOPLE.

Keep a log sheet for each person interviewed. Attach specific questions and responses from each person to that individual's log sheet. One (1) Interview Log Form, with the questions and the person's responses, are needed per person interviewed. A minimum of ten (10) questions is required. One (1) set of ten (10) questions may be used for all persons interviewed.

Make additional copies of this form as you need them.

School District of the City of Allentown
WILLIAM ALLEN HIGH SCHOOL
Graduation Project
Community Service – Project B
Log/Journal

Name: _____

Date of Community Service: _____

Hours Spent at Community Service: _____
(List time spent and number of hours. Example: 5:00 – 9:00 p.m., 4 hours)

Location of Community Service: _____

Signature of Supervisor at Community Service: _____

Goals of Today's Community Service Assignment: _____

Strategy (What did you do at community service? How did you do it?): _____

Personal Reaction/Response to Today's Community Service Assignment –
Minimum of two (2) paragraphs of 4 – 6 sentences each.

HINT: What did you observe about the surroundings while you were completing community service?

You will need to submit your log/journal sheets when you give your oral presentation.

School District of the City of Allentown
WILLIAM ALLEN HIGH SCHOOL
Graduation Project
Creative Work – Project C
Log/Journal

Note: Duplicate this form for each log entry.

Directions: This log/journal must be completed each time you work on this process. Be sure to include time spent on the project, materials used for the project, procedures used to implement this project, and your reaction to your progress.

- This log must be completed in paragraph form.
- Specifics must be included in each entry.
- You must make a minimum of ten (10) entries.

Name: _____
ID #: _____
Homeroom #: _____
Project Title: _____

Time and Date: _____
Materials Used: _____

Goals for today's session: _____

Procedures used: _____

Reaction to personal progress (How does this influence your plans for the next step? Minimum of two paragraphs of 4 – 6 sentences each.

Mentor's Signature _____ Date _____
Mentor's Comments – optional –

School District of the City of Allentown
William Allen High School
Graduation Project
Creative Work – Project C
Reflective Essay

In your reflective essay, you should reflect on your completion of this project. Include both positive and negative aspects you encountered as you progressed. Discuss your source of inspiration for this project. Discuss how your mentor helped with this project.

- Your reflective essay must be typed.
- Your reflective essay must be double spaced.
- Your reflective essay must be typed in a 12 point, easily read font.
- Your reflective essay must be two (2) pages in length.

School District of the City of Allentown
WILLIAM ALLEN HIGH SCHOOL
Graduation Project
Cultural Study – Project D
Log/Journal

Note: *You will need to make duplicates of this form.*

Your Name: _____

- ID #: _____
- Homeroom: _____

Date of Interview: _____

Name of person interviewed: _____

- Address: _____
- Phone: _____
- Signature of person interviewed: _____

Why did you interview this person? (Minimum of one (1) paragraph of 4 – 6 sentences.)

How did this person contribute to the successful completion of this project?
(Minimum of one (1) paragraph of 4 – 6 sentences.)

Note: Information from this log may be used in compiling your final paper.

School District of the City of Allentown William Allen High School Graduation Project

Checklist for Student Oral Presentation

This checklist is meant to guide you in preparation for a successful oral presentation of your graduation project.

- Introduce yourself to panel members
- State the type of project you did.
- Describe, in detail, the procedures you followed in completing your project.
- Explain what you learned while completing your project.
- Describe how your project has impacted your personal growth.
- Conclude your presentation by asking the panel members for questions.

WILLIAM ALLEN HIGH SCHOOL -- GRADUATION PROJECT

Final Evaluation

Date _____

Student's Name _____

ID Number _____

Project Title _____ Type: A B C D F

Panel Members (required): 1. _____ 2. _____

3. _____ 4. _____ 5. _____

Circle a rating in each category.

Summation and Reflection	Unsatisfactory	Satisfactory	Outstanding
Personal Interaction/Question and Answer	Unsatisfactory	Satisfactory	Outstanding
Length 5 minutes required	Unsatisfactory	Satisfactory	Outstanding
Overall Understanding	Unsatisfactory	Satisfactory	Outstanding
Delivery Intonation, Volume, Eye Contact, Poise	Unsatisfactory	Satisfactory	Outstanding
Written Materials	Unsatisfactory	Satisfactory	Outstanding
Content/Product	Unsatisfactory	Satisfactory	Outstanding

Written Materials – Circle if the item is present or not present.

Log/Journal	Present	Not Present
5 Page Paper	Present	Not Present
10 Page Paper – Proj. F only	Present	Not Present
Visuals	Present	Not Present
Approved Proposal Form	Present	Not Present

Project Grade: Unsatisfactory -- Remediation required
(circle one) Satisfactory
Outstanding

Indicate reasons for remediation on the reverse side. Please indicate specific comments and/or weaknesses of the presentation.

The grade circled above, Unsatisfactory (U), Satisfactory (S), or Outstanding (O), will appear on the student's final report card and on his or her transcript.

For a grade of Outstanding, the student must achieve all marks of outstanding on the evaluation rubric. For a grade of Satisfactory, the student may have no more than two marks of unsatisfactory on the evaluation rubric.

WILLIAM ALLEN HIGH SCHOOL – GRADUATION PROJECT – PRESENTATION EVALUATION

This form should be used by individual panel members as the student gives his or her presentation.

Panel Member's Name _____ Date _____

Student's Name _____ ID # _____

Project Title _____ Project Type A B C D F

	Inadequate	Vague	Adequate	Exceptional
Summation/ Reflection	Summary and reflection of experience fail to convey the experience.	Summary and reflection of experience illogical and vague.	Summary and reflection of experience adequate with details.	Summary and reflection of experience well developed with relevant, supportive details and sharp, concise focus.
Interaction Question/ Answer	No responses Responses are inadequate	Responses are short and inadequate	Fields questions and provides responses adequately	Fields questions with confidence, provides concise, insightful responses with authority.
Length 5 – 10 minutes	Less than 5 minutes	Exactly 5 minutes	5 – 10 minutes	5 – 10 minutes
Overall understanding of project topic	Does not demonstrate understanding of what a graduation project is; seems slapped together	Superficial coverage; not thorough; some gaps; continuity problems; could be a good job with more effort	Adequate understanding: some gaps; some hesitation; some areas incomplete	Thorough understanding of subject with no hesitation
Delivery Intonation Volume Eye Contact Poise	Poor Monotone Could not hear No Eye Contact Too nervous to make presentation	Fair Minimal voice change; could hear sometimes; little eye contact; distracting mannerisms overwhelm presentation	Good Good voice quality; audible most of the time; periodic eye contact; adequate level of comfortable body language	Outstanding Good intonation and inflection; audible at all times; sustained eye contact; high degree of poise and body language
Content/Product	POOR	FAIR	GOOD	OUTSTANDING
	No evidence of personal growth; plan not executed	Minimal evidence of personal growth; plan minimally executed, with some evidence of weakness	Demonstrates personal growth; plan adequately executed	Outstanding; clearly demonstrates personal growth and experience; well executed plan

Check as necessary: Log/Journal Present _____ Written Paper Present _____
Approved Proposal Present _____ Visual Present _____

Result – Circle One: Outstanding Satisfactory Unsatisfactory
Please write comments on the back if necessary.

Some Tips for Graduation Project Presentation Day

1. Arrive **15 minutes** before your scheduled appointment. You will want to be relaxed when you give your presentation. If you feel rushed and stressed from trying to find a parking spot, you won't be relaxed.
2. Dress like a professional. Dressing well for your presentation will make your panel feel relaxed. They are more likely to give you a good grade if you look like a professional.
3. Make sure that you bring:
 - A. Your approved proposal form.
 - B. Your materials as indicated by the project type you chose. Present your papers in a binder, folder, or presentation book with plastic insert pages. If your graduation project booklet indicates that the material needs to be computer generated, make sure it is.
 - C. Use visuals of some sort to make your presentation more interesting. Remember, you are educating your panel. Think of how you would feel if you were in their position. They want to learn about your topic. Pictures will make your presentation more interesting.
4. Make sure you practice your presentation a few times before you give your presentation. You need to make sure you can talk for five (5) – ten (10) minutes without interruption.
5. Relax. Remember, you are a professional. You have made it to senior year. If you are prepared, you will do just fine. Your panel wants you to do a good job. They are not trying to find ways to make you feel uncomfortable.

GOOD LUCK!