TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

SENIOR PROJECT

MANUAL

2013-2014

Senior Project Committee

Mary-Ellen MacLeod .... Administrator
Kim Zogalis .... Vocational Representative
Mary Taintor .... English Representative
John Kowalczyk .... Representative (At Large)

Foreword

The cornerstone of learning at Tri-County Regional Vocational Technical High School rests on the students' ability to integrate their academic and vocational-technical skills and to demonstrate them in real world applications. In order to be successful in the modern workplace, graduates must master this integration process. The Senior Project will serve as a vehicle for Tri-County students to develop and exhibit these vital workplace skills.

TABLE OF CONTENTS

SENIOR PROJECT GUIDELINES

I. General:

The student will work in conjunction with his or her Vocational-Technical Instructor and English Instructor, who will serve in the capacity of co-advisors. **The Vocational-Technical Instructor will provide final approval of the project topic**. All components of the Senior Project must be school appropriate and conform to the student handbook. The Senior Project will include the following components:

- Documented research paper on a trade-related topic
- Original product/project
- Formal Presentation

II. Project Topic:

Project Topic will:

- Focus on some aspect of student's career (shop) beyond the scope of the vocational curriculum
- Represent a selection from among three alternative topics
- Feature research from at least five sources of at least three different types. Wikipedia will not be accepted as a source. All sources are subject to approval

III. Project Paper Components:

Project Paper will:

- Emanate from research sources, both primary and secondary
- Include an outline
- Conform to MLA standards
- Appear in a standard word processing application (Times New Roman in 12 point font) and must include an addendum with one or more charts, diagrams, graphs or blueprints
- Exhibit a minimum of eight pages of relevant text (excluding illustrations)

IV. Product

Product will:

- Be a tangible item constructed by the student
- Reflective of a minimum of 40 hours work/effort

V. Project Presentation Components:

Presentation will include:

- The tangible Product
- Visual components such as computer-generated graphics, video(s) or posters, and/or Power Point slides
- Visual documentation/evidence of the product development/creation
- A ten to twenty minute (min/max) oral presentation of the topic/project to include both research and product development

SENIOR PROJECT ROLES

Role of the Student:

- Complete requirements of the project, in accordance with pre-established checklists and timetables

- Maintain 3 copies (Electronic copy and paper) of all work in progress, i.e. first draft, final draft, etc. <u>Work must be saved to Google Docs, or some other web accessible virtual electronic storage site.</u>

- Duplicate and submit electronic copy along with two copies of Final Draft of research paper to English Instructor

- Submit one copy of Final Draft to Vocational-Technical Related Instructor

Role of the English Teacher:

- Instruct the student in the proper form and process of composing the research paper

- Refer students delinquent in the Assignment Timeline (pg. 5) to the Homework Center, <u>beginning with outline and note cards.</u>

- Submit First Draft of electronic copy to turnitin.com

- Review the first draft of the research paper and advise students of needed or appropriate revisions

- Evaluate the final draft of the research paper with regard to MLA standards, as well as corrections as indicated on the first draft

- Confer with the student's Vocational-Technical Instructor regarding the content of the research paper and integrate evaluations of form and content to arrive at the final grade for the paper

- Collect two Final Draft copies. Distribute one clean copy with Final Draft Rubric (pg. 9-10) to the Senior Project Coordinator

- Coach the student in appropriate strategies for oral presentations

- Optional - conduct a post-presentation discussion with students in class

Role of the Vocational-Technical Instructors:

- Assist student with selection and approval of project topic **(Related and Shop)**

- Assist and advise the student in technical aspects of the project **(Related and Shop)**

- Allocate one class period per week and resources to develop research paper **(Related)**

- Monitor student progress in accordance with project guidelines **(Related and Shop)**

- Refer students delinquent in the Assignment Timeline (pg. 5) to the Homework Center

- Review the first draft of the research paper and advise student of needed or appropriate revisions **(Related)**

- Evaluate the final draft of the research paper for technical content as well as corrections indicated on First Draft **(Related)**

- Submit Final Draft Rubric (pg. 11-12) to Senior Project Coordinator

- Submit completed Senior Project Approval Form (pg. 14) to Senior Project Coordinator

- Allocation of approximately 40 hours will be provided during "Senior Project Product Week" on November 25-27 and December 2-6 for product development. All Shop hours must be logged into the Senior Project Product Daily Evaluation Form provided on page 16. (Use multiple sheets, one for each student)

- Maintain a list of delinquent Product submissions according to TimeLine (pg. 5)

- Assist and coach the student in preparation for the oral presentation, verifying the accuracy of technical information **(Shop)**

Role of the Librarian:

- Provide students with research strategies and assistance

- Assist students in the location of research materials

- Coordinate and schedule the use of library resources, including printed materials and computer databases

SENIOR PROJECT TIMETABLE
OUTLINE

Grade 10

Term 4:   Students will receive an introduction to and an overview of the Senior Project; instructors will present an overview of the timetable, format, and objectives.

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Grade 11

*Any student repeating grade 11 will choose a new topic and write a new paper

Term 1:   Students will select one topic of focus; locate sources according to the Senior Project criteria.

Term 2-3:   Students will create a working outline for the project report. Students will select a project product for approval.
Students will produce 3 copies of the first draft and final draft of the project paper.
Students will deliver one electronic copy and two paper copies to the English teacher and one copy of the paper to the vocational/technical instructor
Any final draft received 10 days delinquent receives a zero and remains a zero in the quarter 5 column of the report card.

Term 4:   Students will identify the product to be completed in terms 1 & 2 in grade 12.

Grade 12

*Any student repeating grade 12 who successfully completed the Senior Project process will be require to complete an assigned project determined by the vocational instructor

Term 1-2:   Students will complete preparation, visual components, cue cards, and product for the formal presentation.

Term 3-4:   Students will make a formal presentation of product to a review panel.

SENIOR PROJECT TIMELINE
2013 – 2014

JUNIORS	
VOCATIONAL	**WEIGHT**
Nov. 13 Final Topic choice to Related Instructor	**10%** of Term 2 Related Grade
Nov. 15 Related instructor will forward copies of Topic choice to English Teachers	
Dec. 18 Final outline due to related teachers	**20%** of Term 2 Related Grade
Feb. 5 First draft of paper due to related instructor	**25%** of Term 3 Related Grade
Mar. 3 Early Submission of Senior Project Research Paper will be accepted	**Paper must be 100% complete**
Mar. 12 Final paper is due to the related instructor	**Term 5** Related Grade ***10 day delinquent papers remain a zero**
ENGLISH	**WEIGHT**
Dec. 4 Draft of works cited page (minimum 5)	**20 %** of Term 2 English grade
Dec. 18 Note Cards (minimum 75)	
Dec. 18 Outline typed and Corresponding note cards	
Feb. 5 First draft (typed)	**10%** of Term 3 English grade
Mar. 3 Early Submission of Senior Project Research Paper will be accepted	5 point credit added to Final Senior Project paper grade. Paper must be 100% complete
Mar. 12 Final draft (typed)	**10%** of Term 3 English grade

SENIORS	
VOCATIONAL	**WEIGHT**
Oct. 3 Project Description Form due (form provided)	**10%** of 1st term grade
Nov. 25-27 & Dec. 2 -6 Senior Project Product Week **Dec. 5-6** Senior Project Product Progress Conference	Letters will be sent home to parents, verifying progress of Senior Project Product
Dec. 16 Early submission of Senior Project Products will be accepted	5 point bonus credit will be added to Scoring Master by Senior Project Coordinator. Product must be 100% complete
Jan. 2 Product due to shop teacher for grading the first "A" week after Christmas Vacation	**25 %** of Term 2 Shop Grade. Product must be 100% complete

- **Late Penalty of 10% per business day for all assignments will apply**
- **Failure to submit final draft, or completed product within the above timeline may result in suspension from all Extra Curricular Activities including athletics**
- **10 day delinquent papers will remain a zero in perpetuity** *(no exceptions)*

SENIOR PROJECT
Topic Source Sheet

Name _____

Topic _____

Vocational/Technical and English
Teacher Approval: _____/_____Date_____

Potential sources to be listed in work cited (minimum of 5)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Senior Project Grading

Project Component	Evaluators	Component Weight	Project Weight
Research Paper	Career Instructor	50%	
			33%
	English Instructor	50%	
Product/Demonstration	Career Instructor	50%	
			34%
	Review Panel	50%	
Presentation	Review Panel	100%	33%
		Final Project Grade	

The final project grade will be averaged with the four senior shop term grades to arrive at the final shop grade for the student's senior year. Therefore: Term 1= 20%, Term 2= 20%, Term 3 = 20%, Term 4 = 20%, and the Senior Project = 20% for a total of 100% of the senior shop grade.

The vocational-technical research paper final draft shall be averaged in like manner for the student's junior related grade.

The English guidelines on page 5 delineate the impact of the paper and it component parts on the student's junior year English grade.

*Any absence from co-op assignment to work on Senior Projects will be considered an unexcused absence and may result in suspension from co-op placement. Additionally, any co-op student who has not submitted their Senior Product by the due date will be suspended from co-op until it is turned in to the vocational instructor.

Students who cannot present their Senior Project Presentation because of death in the family, a medical emergency or a snow day will be rescheduled at the discretion of the Senior Project Committee, and should be prepared to give their presentation upon return to school. Student absent from school with an excused absence will be rescheduled and will be graded without penalty. All others who do not appear for presentation as scheduled will be subject to a 20% penalty on their presentation grade.

Note: an option to appeal the presentation grade is in place if there is evidence that protocol has been violated.
The student must forward the request in writing to the Senior Project Committee within 5 school days of the presentation.
Time invested in the creation of the senior project is not a grievable item and will not be considered.
If the student is not satisfied with the written response of the committee she/he is entitled to a meeting with the Senior Project Committee.

English Guidelines – Junior Year

Draft Works Cited (10 entries)

Format – Page	30	
Individual Entries	30	
Content *	40	

*_15 points for source types (3 minimum)_

NOTE CARDS

	5	4	3	2	1
Format (coding, category, fact, page if necessary)					
Min. of 75 Cards					

OUTLINE

Topical Outline Format	25	
Topic/Subtopic Alignment Note Cards and Outline	25	
Spelling	25	
Parallel Structure	25	

FIRST DRAFT
- Use the attached rubric
- Staple the completed rubric to the paper

FINAL DRAFT (TYPED)
- Use the attached rubric
- Staple the completed rubric to the paper

On Time: _____   Days Late: _____

Senior Project – ENGLISH Paper Rubric
Paper Submission (circle one) DRAFT/FINAL

Vocational Area: _____ Vocational Topic: _____

Student Name: _____ English Instructor: _____

Yes Test: Any "no" will stop the process, and the paper will be returned to the student for resubmission. Papers that receive a "no" on any item will be considered late and will be penalized 10 points per day.

Yes	No	Basic Requirements
		Paper typed using 12 point Times New Roman
		Work cited page with at least five sources
		Ten in text citations
		Paper meets minimum 8 page length requirement within a 2 inch edge of bottom of paper
		Outline, body and works cited page present and sequential
		Electronic copy
		Addendum

2 Completed   1 Partially Completed   0 Not Completed

Format					
Paper meets length requirement and margins are correct			2	1	0
Heading is correct			2	1	0
Outline is present and correct			2	1	0
Pagination is present and correct			2	1	0
Components are in appropriate sequence			2	1	0

_____/10

5 Exemplary and/or advanced pattern   2 Superficial, random, limited pattern
4 Knowledgeable, practiced pattern   1 Unacceptable
3 Developing pattern

Structure					
Introduction is engaging and clearly defines thesis	5	4	3	2	1
Supporting details are relevant	5	4	3	2	1
Paragraphs and ideas are cohesive	5	4	3	2	1
Conclusion is thoughtful and engaging	5	4	3	2	1

_____/20

Senior Project – ENGLISH Paper Rubric
Paper Submission (circle one) DRAFT/FINAL

5 Exemplary and/or advanced pattern   **2 Superficial, random, limited pattern**
4 Knowledgeable, practiced pattern   **1 Unacceptable**
3 Developing pattern

Style					
Text demonstrates formal level of language and diction	5	4	3	2	1
Transitions are evident and effective	5	4	3	2	1
Subtopics are presented in a balanced and parallel form	5	4	3	2	1
Sentence structure is varied and advances the author's purpose	5	4	3	2	1

_____/20

Documentation – Any evidence of plagiarism will result in a 0 on this paper					
Works cited contains at least five referenced sources	5	4	3	2	1
Referenced sources are of at least three different types	5	4	3	2	1
Each source is referenced at least two times	5	4	3	2	1
Paper contains a minimum of ten in text citations	5	4	3	2	1
In text citations are referenced on works cited page	5	4	3	2	1
Works cited page adheres to MLA format	5	4	3	2	1

_____/30

Mechanics					
Spelling is correct in text and all elements of the paper	5	4	3	2	1
Text and all elements adhere to rules of capitalization	5	4	3	2	1
Text and all elements adhere to rule of punctuation	5	4	3	2	1
Text and all elements adhere to rules of usage	5	4	3	2	1

_____/20

Total Points: _____

Late Penalty: _____

Early Submission + 5 points _____Yes _____

*_**Subtract up to 20 points** if Final Draft does not reflect revisions_ Final Draft Revision _____

Final Grade: _____

Comments:

On Time: _____   Days Late: _____

Senior Project – VOCATIONAL Paper Content Rubric

Paper Submission (circle one) DRAFT/FINAL

Vocational Area: _____ Vocational Topic: _____

Student Name: _____ English Instructor: _____

Yes Test: Any "no" will stop the process, and the paper will be returned to the student for resubmission. Papers that receive a "no" on any item will be considered late and will be penalized 10 points per day.

Yes	No	Basic Requirements
		Paper typed using 12 point Times New Roman
		Work cited page with at least five sources
		Ten in text citations
		Paper meets minimum 8 page length requirement within a 2 inch edge of bottom of paper
		Outline, body and works cited page present and sequential
		Addendum

Point equivalents for following rubric: **(5) Exemplary and/or advanced pattern**
(4) Knowledgeable, practiced pattern
(3) Developing pattern
(2) Superficial, random, limited pattern
(1) Unacceptable

Technical Content/Terminology						
Technical terminology clear, accurate, and explained	5	4	3	2	1	
Spelling is correct for technical terminology	5	4	3	2	1	
Technical Content/ Research						
Paper uses a minimum of three technical sources	5	4	3	2	1	
Sources of technical information are varied, appropriate and current for the industry	10	8	6	4	2	
Research information goes beyond superficial, appropriate use of statistics as evidence	5	4	3	2	1	
Each source is referenced at least twice	5	4	3	2	1	
In text citations are referenced on works cited page	5	4	3	2	1	
Use of graphs, charts, diagrams, blueprints, appropriate visuals, etc. are in an addendum supporting research	5	4	3	2	1	
Opposing point of view is presented	5	4	3	2	1	

Technical Content/Effective Communication of Knowledge

Introduction grabs reader's attention and clearly identifies thesis	5	4	3	2	1	
Components are in sequential order	5	4	3	2	1	
Paper reflects outline sequence	5	4	3	2	1	
Content reflects a balance of quoted, summarized, and paraphrased evidence	5	4	3	2	1	
Transitions between paragraphs are effective and aid in continuity; ideas flow evenly throughout the paper	5	4	3	2	1	
Outline is reflective of content	5	4	3	2	1	
Paper provides depth and insight through supporting details	5	4	3	2	1	
Paper reflects clear mastery of topic	5	4	3	2	1	
Paper convincingly proves thesis	5	4	3	2	1	
Conclusion adequately brings paper to a close, restates thesis	5	4	3	2	1	

Total Points: _____

Late Penalty: _____

*_**Subtract up to 20 points** if Final Draft does not reflect revisions_   Final Draft Revision _____

Final Grade: _____

Comments:

SENIOR PROJECT PRODUCT APPROVAL FORM

STUDENT NAME: _____

VOCATIONAL PROGRAM: _____

SENIOR PROJECT PAPER TOPIC: _____

PRODUCT TITLE: _____

PRODUCT PROPOSAL

_____

_____

_____

_____

_____

STEPS FOR PRODUCT COMPLETION

_____

_____

_____

_____

_____

_____

_____

_____

_____

SPECIAL EQUIPMENT/FACILITIES

_____

_____

_____

_____

_____

Note: Alternative Arrangements, if Product cannot fit into Senior Project Room

COST ANALYSIS

MATERIALS LIST

_____

_____

_____

_____

_____

_____

_____

APPROVALS

_____   _____
STUDENTS SIGNATURE   **DATE**

_____   _____
PARENT'S SIGNATURE   **DATE**

_____   _____
VOCATIONAL TEACHER'S SIGNATURE   **DATE**

Note: A copy of this form must be submitted to the Senor Project Coordinator by the due date listed on page 5 of the Senior Project Handbook.

TRI-COUNTY VOCATIONAL / TECHNICAL PROGRAMS
SENIOR PROJECT PRODUCT PROGRESS DAILY EVALUATION FORM

STUDENT NAME: _____ PROGRAM: _____ INSTRUCTOR: _____

Date of Activity:

PRODUCT KNOWLEDGE

	1	2	3	4	5	6	7	8
1. Applies technical knowledge to daily task								
2. Displays critical thinking/problem solving skills								
3. Seeks extra help when needed								
4. Demonstrates creativity and organization								

RELIABILITY

5. Attendance/Punctuality								
6. Works well independently								
7. Prepared for Senior Product Activity								
8. Stays on task (Progressing Daily on Product, Slideshow or Presentation)								

SAFETY

9. Utilizes equipment properly								
10. Follows appropriate safety procedures								

DAILY GRADE:

(Daily points X 10 = Total Daily Grade)

Daily Grade

Excellent	A- A+	9.0 - 10.0
Good	B- B+	8.0 - 8.9
Fair	C- C+	7.0 - 7.9
Poor	D D+	6.5 - 6.9
Failing	F	6.4 and below

Overall Rating:_____

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Senior Project: VOCATIONAL PRODUCT RUBRIC
For use by Vocational Teachers Only

POINTS	20-18	17-15	14-12	11 - Under	Vocational Teacher's Points
	Exceptional	**Proficient**	**Acceptable**	**Unsatisfactory**	
Application to Field	Product application to vocational field is explicit	Product application to vocational field is apparent	Product has implied application to vocational field	Product has little or no application to vocational field	
Relevance to Topic	Product has explicit relevance to research paper topic	Product has apparent relevance to research paper topic	Product has implied relevance to research paper topic	Product has little or no relevance to research paper topic	
Craftsmanship	Product demonstrates explicit attention to detail. Surpasses expectations	Product demonstrates attention to detail. Meets expectations	Product demonstrates limited attention to detail. Meets minimal expectations	Product demonstrates little attention to detail. Does not meet minimal expectations	
Effort	Product is reflective of 40 or more hours	Product is reflective of 30 to 40 hours	Product is reflective of 20 to 30 hours	Product is reflective of less than 20 hours	
Use of Technology and Vocational Field Resources	Student gathered information from a variety of quality electronic, print and industry resources. Sources are relevant, balanced and include critical readings relating to the thesis or problem	Student gathered information from a variety of relevant sources--print and electronic, little or no industry resources are evident	Student gathered information from a limited range of sources and displayed minimal effort in selecting quality resources	Student gathered information that lacked relevance, quality, depth and balance	

Student Name:_____ **Program:**_____**Product:**_____

Senior Product Graded Scale Range

Exceptional – 100 – 90   Acceptable – 79 – 65
Proficient – 89 – 80   Unsatisfactory – 64 - 0

Early Submission: YES _____   NO _____

Vocational Teacher's Signature: _____

Name:_____Vocational Area: _____Topic: _____

POINTS	25 - 22	21 - 18	17 - 14	13 - Under	Vocational Teacher's Points
Relevance to Topic	Product has explicit relevance to research paper topic and is explained	Product has apparent relevance to research paper topic	Product has implied relevance to research paper topic	Product has little or no relevance to research paper topic	
Product Incorporation into Presentation	Product is explicitly incorporated into presentation. Surpasses expectations	Product is effectively incorporated into presentation. Meets expectations	Some incorporation of product is evident in the presentation. Meets minimal expectations	Little or no incorporation of product is evident in the presentation. Does not meet minimal expectations	
Craftsmanship and Effort	Product demonstrates explicit attention to detail. Surpasses expectations	Product demonstrates attention to detail. Meets expectations	Product demonstrates limited attention to detail. Meets minimal expectations	Product demonstrates little attention to detail. Does not meet minimal expectations	
Product Application in Trade/Field	Product has explicit relevance to trade and has a recognizable use in the field	Product has apparent relevance to trade and may be used in the field	Product has implied relevance to trade with questionable use in the field	Product has little or no relevance to trade and is of little or no use in the field	

Senior Product Final Grade Scale

Exceptional – 100 – 90	Passing – 69 – 65	Total Points:
Proficient – 89 – 80	Failing – 64 – 0	
Satisfactory – 79 - 70	*Products scored failing are remanded to remediation and must be represented in order to achieve the minimum passing grade of 65.*	

Name: _____ Student ID: _____ Date: _____

Vocational Area: _____ Topic: _____

POINTS	20 - 18	17 - 16	15 - 13	12 – Under	Judges Points
Project Content and Research	Exhibits exceptional formatting of project presentation, product application to vocational field is explained	Content clear and organized. Information included supports project, product application to vocational field is apparent	Content information included supports project, product has implied application to vocational field	Content not clear; some information included does not support project in any way, product has little or no application to vocational field	
Presentation Demonstration Skills	Topic is clearly stated and developed; presentation is done professionally and exemplary; effective conclusion	Most information presented in logical sequence; generally very well organized; good transition from idea to idea and medium to medium; adequate conclusion	Concept and ideas are loosely connected but acceptable; transition is ample; flow and organization choppy. Conclusion is unclear and choppy	Presentation is choppy and disjointed; does not flow; development of topic is vague; no apparent logical order of presentation. No obvious conclusion	
Media & Visual Technology	Technology/media material properly used to develop topic; use of media is varied and appropriate	Use of technology/media not as varied, but well connected to topic	Choppy use of tech/media; lacks smooth transition from one medium to another; still suitable connected to topic	Little or no tech/media used, or use is ineffective; imbalanced use of material	
Speaking Skills	Poised; clear articulation; steady rate; good posture and eye contact; excellent enthusiasm and confidence	Clear articulation but not polished; good posture and control	Little eye contact; uneven rate; little or no expression	Inaudible or too loud; no eye contact; rate too slow/fast; speaker seemed uninterested	
POINTS	**10-8**	**7-5**	**4-2**	**1 - 0**	
Length of Presentation 10 – 20 min before questions	Within allotted time of 10 to 20 minutes	Within 2 minutes of allotted time	Within 4 minutes of allotted time	Too long or too short; 6 minutes above or below the allotted time	
POINTS	**10-8**	**7-5**	**4-2**	**1-0**	
Appearance	*Business Attire	Suitable for presentation	Appearance too casual for presentation	Not suitable for presentation	

Presentation Grade Scale Range		
Exceptional:	**100 - 90**	
Proficient:	**89 – 80**	**TOTAL POINTS:**
Satisfactory:	**79 - 70**	
Passing:	**69 – 65**	*Presentation scored failing will be remanded to remediation and must*
Failing:	**64 – 0**	*be represented in order to achieve the minimum passing grade of **65***

* Shirt, tie, slacks, dress shoes for male. Blouse, skirt or slacks and dress shoes for female.

Senior Project Presentation Scoring Sheet

Date: _____

Student Name: _____

Project: _____

Product Scores

Panel Judge (1)   _____%   Add panel scores, divide by 3
     _____%

Panel Judge (2)   _____%

Panel Judge (3)   _____%

Presentation Scores

Panel Judge (1)   _____%   Add scores, divide by 3
     _____%(c)

Panel Judge (2)   _____%

Panel Judge (3)   _____%

Senior Project Scoring Master

Date: _____

Student Name: _____

Project: _____

Research Paper

English teacher   _____%   Add scores, divide by 2
_____%(a)

Vocational teacher   _____%

Product Score

Final Panel   _____%

Vocational teacher   _____%   *Add Final panel score and vocational score,*
Divide by 2

+ 5/early submission_____

                                                     Product Score
                            _____

                            Early Submission Final Product Score
_____%(b)

Note: If no early submission applies, carry down "Product Score"

Presentation Score
_____%(c)

Senior Project Final Grade

Add the following sections (a) + (b) + (c), then divide by 3

_____%