

# SENIOR PROJECT MANUAL

## CLASS OF 2018



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## **I. PROJECT OVERVIEW**

### **Introduction to Savio Senior Service/Work Project**

The Senior Project is an opportunity for Savio seniors to perform servant leadership service and/or investigate a prospective career before graduating from St. Dominic Savio Catholic High School. As members of the Catholic community, Savio seniors complete the Senior Project in order to learn about the greater world and gain life experience in working with others. The internship period takes place throughout the senior year. The Senior Project is designed to encourage Savio students to examine the world outside of the High School, so that students are better prepared for life after commencement. **Participation in the project is a graduation requirement (see student handbook) and all students are required to spend at least 15 hours at their project site.**

### **Types of Senior Projects**

1. **Service Project** This experience includes participating in volunteer work at a social service agency. The Senior Project is the senior year requirement for the Diakonia Service Program, therefore the requirements of Diakonia service also applies for the Senior Project. Your service must involve working directly with people, serving as Christ did. By showing others the love of God, this option allows the student to truly experience servant leadership.
2. **Vocational Project** This experience includes spending time learning by observation about a profession. As Catholic Christians we recognize secular vocation as part of our call to holiness. If we fail to understand the dignity and sanctity of our work, we can fail to revere God's ongoing creation in our daily tasks, and be unable to draw strength from the communion with God that our work represents. This option allows the student to experience servant leadership by spreading Gospel values through everyday actions, and understand the words of the Second Vatican Council, "for all their works, prayers, and apostolic undertakings, family and married life, daily work, if they are accomplished in the Spirit... all these become spiritual sacrifices acceptable to God through Jesus Christ. During the celebration of the Eucharist these sacrifices are most lovingly offered to the Father along with the Lord's body... the lay faithful consecrate the world itself to God" (*Lumen Gentium*, 34).

### **Senior Project Faculty Advisors**

The Senior Project faculty advisor is a key player in the Senior Project. Through the guidance, insight, and constructive criticism of the faculty advisor, the student can build a strong Senior Project that provides an enriching learning experience. The student should set up appointments to meet with the faculty advisor well in advance of deadlines and not rely on last minute sessions. Just as students are busy with a number of commitments during the Senior Year, so are Senior Project faculty advisors busy with classroom work, other students, and after school meetings. Mrs. Heyl will also work with each student during Theology class throughout the Senior Year.

To begin the Senior Project, a student will request and then be assigned a Senior Project faculty advisor. The faculty advisor will help the student with the preparation for Senior Project. Each process of the project and any forms should be discussed with your faculty advisor in person well before the date they are due. Most student forms must receive the faculty advisor's approval.

Students who have difficulty narrowing their project's scope or who have difficulty creating a project should speak with their Faculty Advisor about fields of interest. The student's faculty advisor will help the student find a placement from a list of community organizations, businesses, and hospitals that have volunteered to take students and provide Senior Project experiences for them. A maximum of three students will be allowed to work at the same project site and each student must complete their own project paperwork.

### **Tips for a Successful Senior Project**

**Projects NOT Advised.** The following types of projects will NOT be approved or have a high likelihood of not being approved:

- ☛ Projects without an on-site sponsor(s)
- ☛ Small business projects
- ☛ Projects at the site of student's employment (see \*\* below)
- ☛ Projects at student's or friend's house
- ☛ Projects at athletic/fitness centers
- ☛ Projects where the sponsor(s) is a relative
- ☛ Projects where you receive payment.
- ☛ Projects involving babysitting, house repair, garden/lawn work

\*\* You *might* be approved to work at your place of employment, but you will NOT be “on the clock” (that is, receive payment) during the project hours. Any project that is approved at your place of employment **must** increase the scope of your current job and/or involve job shadowing another employee, such as a manager or supervisor, who has responsibilities that are above and beyond the student's job description. In this way the student can grow and benefit by learning about other aspects of the business that they are involved in.

### **A Note Regarding the Advisor-Student Partnership**

The Senior Project process is designed to help students produce and experience quality projects. Constructive criticism and helpful suggestions from faculty advisors will enable students to pursue creative Senior Projects that will provide meaningful growth experiences.

Your faculty advisors will make every attempt to help you design quality projects. With some modifications, most project proposals move forward to the next step. There are projects that may be rejected. When a project proposal is rejected, direction will be given on how the student can continue to develop a new project. For this reason, it is critical that you stay in contact with your faculty advisor throughout the early stages of your project. Be sure to not only hand in forms on time, but meet with your faculty advisor to ensure project approval.

### **Not sure what to do for your Senior Project?**

Schedule a meeting with your faculty advisor or Mrs. Heyl to discuss and brainstorm which area best suits your goals and career interests. Contact the potential sponsors and arrange an interview with them.

## II. PROJECT TIMELINE

DATE	ACTION ITEM
<b>September 21/25, 2017</b>	Senior Project Manual distributed and discussed in Theology class. Senior submits request for a Faculty Advisor (via Google Form).
<b>September 26/27, 2017</b>	Senior is assigned a Faculty Advisor.
<b>October 5, 2017</b>	Deadline for first meeting with Faculty Advisor to explain interest in project. ALL STUDENTS MUST MEET WITH HIS OR HER ADVISOR IN PERSON AT THIS TIME!
<b>November 2, 2017</b>	Deadline for second meeting with Faculty Advisor to discuss Project Proposal Form.
<b>November 2, 2017</b>	<b>Project Proposal Form</b> due. <i>Senior will be notified of project approval or of any needed revisions in Theology class within the next week.</i>
<b>November 30, 2017</b>	Deadline for third meeting with Faculty Advisor to discuss status of project and Sponsor.
<b>December 8, 2017</b>	<b>Sponsor Agreement Form</b> due to Mrs. Heyl in Theology class.
<b>November 2017 – March 2018</b>	<b>Completion of Senior Project</b> Students will complete a minimum of 15 total hours and maintain a careful log of their hours and a journal, highlighting observations and accomplishments in their Senior Project.
<b>April 4, 2018</b>	<b>Presentation</b> is due (Google Slides).
<b>April 19, 2018</b>	<b>Senior Project Reception</b> 6:30 pm to 8:00 pm at the St. Thomas More Parish Activity Center. Attendance is mandatory for all members of the Class of 2018.

### III. PROJECT ROLES and REQUIREMENTS

#### Project Participant Roles

Although Savio seniors are the ones who will perform the majority of the work on the project, they will have multiple resources and a support network to ensure a successful project. The following is a list of the roles and responsibilities of each person in the Senior Project process.

**Senior Students:** are responsible for submitting required paperwork by required deadlines, contacting and coordinating with their project sponsor, meeting with and communicating with their faculty advisor, and representing Savio in a mature, respectful manner.

**Faculty Advisors:** are responsible for reviewing and advising on all submitted paperwork in a timely fashion, providing advice and suggestions to their senior students, and addressing any concerns with the student or family directly.

**Parents/Guardians:** are responsible for supporting seniors in preparing paperwork, reviewing and signing required paperwork, and in communicating any concerns or questions to faculty advisors. Savio parents may also act as sponsors for students who are not their son or daughter.

**Project Sponsors:** are responsible for the well-being and instruction of seniors while at their project site, the completion of required sponsor paperwork, and the communication of any questions or concerns regarding the project to faculty advisors.

#### Requirements of the Project

Seniors who fail to complete the requirements of the Senior Project will endanger their eligibility to graduate from St. Dominic Savio Catholic High School. A successfully completed project consists of the following requirements:

- ☛ Seniors are to complete and submit all required approval forms to the designated person and by the designated method.
- ☛ Seniors are to meet regularly and actively communicate with their faculty advisor.
- ☛ Seniors are to properly and maturely represent Savio and themselves at their project sites.
- ☛ Seniors are to spend at least 15 hours at their project site.
- ☛ During the project seniors are to complete and submit journal entries that include daily reflections, a record of their hours, and a powerpoint presentation.
- ☛ Seniors are to attend the Senior Project Reception on Wednesday, April 19, 2017.

Students are permitted two excused absences **if needed** to complete their project, as long as they are not in danger of exceeding the 9 day absence limit for the semester as dictated by the student handbook. The absences must be pre-approved in advance by Mrs. Heyl and then go through the normal absence approval process by submitting an Absence Approval Form to the Assistant Principal's office ONE WEEK PRIOR to the expected absence. The approved absence(s) will be noted as excused in the student's attendance record.

## **IV. PROJECT FORMS AND INSTRUCTIONS**

### **INSTRUCTIONS FOR PROJECT PROPOSAL**

You must meet with your Faculty Advisor before you submit your proposal. See page 3 of this manual for the due date.

The Project Proposal will be submitted through a Google Form. Have the following information ready before you begin filling out the form, and be prepared to verify that you met with your Faculty Advisor recently and went over this information. It is best if you have already spoken with a prospective service or business sponsor BEFORE you propose your project.

1. Information regarding proposed project. Be as specific as possible.
  - o For a service project, name the type of work you will be doing and any responsibilities you expect to have. Is any training, planning, or work necessary before you go to serve? Do you need to provide any materials? Are you planning on involving any other parties to execute your project?
  - o For a vocational project, what type of career will you be observing? What company or business are you hoping to work with? Will you be working with one person at this company or a number of people? What types of activities do you expect to be involved in?
2. Are you working with other seniors? If yes, list the names of other students in your group.
3. Are you expecting to need to use one or both of the allowed excused absences for your project? If yes, why?
4. Prospective Sponsor Information (You need to speak with them before you submit your proposal!)
  - o Sponsor's Name, Title, Business or Organization
  - o Sponsor's Work address, work phone, and work email
  - o To what extent have you already spoken or met with this sponsor and discussed your project?

## **Senior Project Journal**

Students are expected to keep a journal of each day's activities during their senior project. Each journal entry should begin with the date and the number of hours that you worked that day. It should also include the following information:

- 1) What did I do today? On your last day include a short summary of your entire experience.
- 2) What did I learn? How did I employ Gospel values through my work? Did I witness others employing Gospel values through their work?
- 3) What unique events (if any) occurred?
- 4) What is my next step?

*Each entry should be typed and be approximately half a page. Your journal entry must be submitted to Google Classroom by midnight of each day that you worked during the Senior Project.*

### **Senior Project Journal – Example of ACCEPTABLE Entry**

Date: January 28, 2018

Record of Hours Worked Today: 5

Today I sat in a conference with my sponsor, Dr. Adamson, and a team of doctors who are all cancer specialists. The hospital has been given the OK to begin a new experimental treatment and the doctors were being given the latest details via a teleconference involving a doctor from Brazil. Recent journal articles indicate that this treatment may actually extend the life of some patients up to 10 years. I also learned that the hospital in Austin is only the second hospital in the world to offer this treatment. The discussion expressed much joy, as well as hesitation and even reluctance. The first patients to undergo this treatment will come from as far away as Mexico, Canada, and Ireland. Tomorrow I will be searching for recent journal articles that debated this procedure over the last five years and writing a summary of this work for my sponsor. His secretary helped me begin my search this morning, showing me two great websites geared toward medical research. I also hope to set up a question and answer page for the doctor so that other potential patients can get the expert advice they need before committing to the procedure. The work of these doctors is employing Gospel values and doing the work of Christ because this experimental procedure has the potential to relieve human suffering and bring comfort to people who are sick. It also might allow patients to prolong their lives so they can spend more time with family and spread the love of God to others.

### **Senior Project Journal – Example of UNACCEPTABLE Entry**

Date: January 28, 2018

Today I sat in a conference with my sponsor on a new medical procedure the hospital is considering. It seems very interesting. Tomorrow I will do some research and help the doctor with his work.

**NOTE: The unacceptable entry is too short and does not address the four items listed at the top of this page to the same degree that the acceptable entry does. Let this journal be your opportunity to tell your story and not just a way of satisfying a requirement.**

## **INSTRUCTIONS FOR POWERPOINT SUMMARY**

### **Powerpoint Presentation Overview:**

Each student is required to submit a powerpoint presentation that summarizes their project experience. The presentation will be shared with the entire senior class and their families at the Senior Project Reception.

### **Presentation Template:**

Mrs. Heyl will provide a Google Slides template via Google Docs that the students will use to create their PowerPoint presentation. See page 3 of this manual for due date.

### **Slide Requirements:**

- ☛ Slide 1 - Should include the senior's name, St. Dominic Savio Senior Project Class of 2018, the logo of the organization/business, and description of the organization/business.
- ☛ Slide 2: Job Description - Describe the work you did, including training, specific tasks, dates worked, type of people you worked with, and type of people you served.
- ☛ Slide 3: Explain what you learned specific to the job you did. Did you discover you liked/disliked this type of work? Why? Challenges, takeaways. Explain what you have learned about service in general. What did you learn about yourself through this experience?
- ☛ The slides should contain photos that are indicative of the work/service in which they participated. These could include, but may not be limited to, the senior at their site, the environment, the company/nonprofit's logo, etc... Each slide also must have the senior's name on the bottom right hand corner.

### **Senior Project Reception:**

Thursday, April 19, 2018

6:30-8:00 pm

St. Thomas More PAC (Parish Activity Center)

Each student is required to attend the reception. Families of seniors and the St. Dominic Savio community will also be invited. At the Reception each student's powerpoint will be presented to the St. Dominic Savio community. Students need to be present to discuss their experience with others, and answer any questions that may be asked.

Dress is business professional. This means a dress shirt, dress pants, and a tie for the young men. The young women must wear a modest dress, dress pants or a skirt with a modest top or blouse. Hems should be no shorter than 2 inches above the knee and shoulders and front must be covered (equivalent to no more than one button unbuttoned).



## **STUDENT INSTRUCTIONS FOR SPONSOR AGREEMENT FORM**

- ☛ Fill in all of the required information about yourself.
- ☛ Set up a meeting with your sponsor. You may need to call and meet with a few people before you find someone willing to be your sponsor.
- ☛ Many students find their sponsor (who is not permitted to be the student's parent) through their neighbors and family member's contacts.
- ☛ Explain your intentions for your project clearly to your sponsor. Discuss what you would like to learn and produce from your project. (The minimum products are a daily journal and powerpoint presentation)
- ☛ The sponsor must agree to meet regularly with the student and provide the opportunity for a successful learning experience. The sponsor must verify that the student has worked for at least the minimum required hours on the Senior Project.
- ☛ The minimum requirement is 15 hours to be completed between November-March. Be sure to discuss the exact times you will be present at your site with your sponsor.
- ☛ If you are working in a school setting for your Senior Project, you must also receive an additional signature from the Principal of the school on your Sponsor Agreement.
- ☛ If you are working in a hospital for your Senior Project, you may also need an additional signature from the Volunteer Coordinator on a letter authorizing you to be a hospital volunteer during the period of Senior Project, but only if such a letter is required by the hospital in which you are volunteering.
- ☛ You must obtain the sponsor's information and signature **before the prescribed due date.**
- ☛ Mrs. Heyl will keep this form. Make a copy for your own records

**ST. DOMINIC SAVIO CATHOLIC HIGH SCHOOL  
SENIOR PROJECT SPONSOR AGREEMENT**



**Student Name:** \_\_\_\_\_

**I agree to sponsor the above student as he or she works on his or her senior project. I have been made aware of my obligations and look forward to assisting the student in completing his or her hours.**

**Sponsoring Business or Service Organization:** \_\_\_\_\_

**Sponsor's Name (Please Print):** \_\_\_\_\_

**Sponsor's Title:** \_\_\_\_\_

**Sponsor's Work Address:** \_\_\_\_\_  
\_\_\_\_\_

**Sponsor's Work Phone Number:** \_\_\_\_\_

**Sponsor's Work E-mail:** \_\_\_\_\_

**As a sponsor, I am aware that I will receive an Evaluation Form in April by email. \_\_\_\_\_ YES**

**Sponsor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_