

# **THE SENIOR PROJECT HANDBOOK \*\*\* Class of 2011**

## **Newton Country Day School**

### **Introduction:**

Newton Country Day School recognizes that learning is not confined to a classroom experience but is an ongoing process which often takes place outside of school. The Senior Project is designed for students to spend time working in a new and challenging environment to broaden their educational experience.

The Senior Project Experience has three major components: the internship, two written essays, and the oral presentation. Each will be described in further detail.

Senior Project (SP) is a **graduation requirement**. Seniors will not graduate without successfully completing all components of Senior Project.

Please direct any questions about Senior Project to **Ms. Shaw** or **Mrs. Tully**.

### **Responsibilities: Student**

*Before the internship begins, the student:*

1. Contacts possible sites and identifies a field supervisor.
2. Chooses a site which fulfills the criteria for SP.
3. Submits a site proposal to Ms. Shaw .
4. Visits the site before site proposal is due. Meets with Field Supervisor and discusses responsibilities and requirements.
5. Submits a copy of the SP calendar to the faculty advisor and the Field Supervisor.

*During the internship, the student:*

1. Fulfills the work requirements – five hours per day for five weeks\*.
2. Corresponds weekly with her NCDS faculty advisor to discuss progress, challenges, etc.
3. Submits her writing assignments on time.
4. Contacts NCDS if she is absent from her site.
5. Completes the Site Hours Log Sheet and has it signed by her Field Supervisor on a weekly basis.

\* This totals 125 hours. For each AP exam a student takes, she can subtract five hours from her total required hours.

*Upon completion of the internship, the student:*

1. Submits all necessary forms – Field Supervisor’s Evaluation, Site Hours Log Sheet, etc.
2. Gives an oral presentation (details described later).
3. Attends all oral presentations for the assigned session.
4. Completes in-school essay.

### **Internship Requirements:**

In order for a project site proposal to be approved, it must meet the following criteria:

***The Senior Project Internship must be in one of the following areas:***

1. An Academic Discipline
2. The Fine Arts
3. Social Services
4. Career Investigation

- \* The student may not receive remuneration
- \* The student may not work under or with a family member (including extended family members)
- \* The internship must be NEW to the student – not an environment where the student has worked, interned, volunteered, or attended in the past
- \* Travel is not permitted except in specially approved cases
- \* The site work requires five hours a day, five days a week, for five weeks. In the event that there is a vacation at the site (for example, April vacation at public schools), the student must arrange in advance to make up the time. In the event that the student is absent from the site because of illness, she must contact the school, notify her NCDS advisor, and make up her time at the site.
- \* Information on students’ past experiences is available in the library

### **Internship Forms**

#### *1. Field Supervisor’s Evaluation*

The field supervisor evaluates the student’s performance at the site.

#### *2. Site Hours Log Sheet*

Each student’s field supervisor must sign off on this form at the end of the project.

### **Site Proposal**

The Site Proposal form is due no later than Friday, March 11<sup>th</sup>. This is the day before spring vacation begins. The proposal must include the following:

1. Name of NCDS advisor
2. Name of firm, school or agency with complete address
3. Name of field supervisor with telephone number and email address
4. A description of nature of the duties at the site

## **The Written Assignments**

Students will complete two short (1-2 page, double spaced) writing assignments, one during the course of senior project and one in school upon completion of the project.

Essay 1: After a week at your site, what challenges have you encountered? How did your expectations match your experience? What goals can you set for yourself in the coming weeks? Due: 5/4/2011

Essay 2: How has your Senior Project experience extended your skills? (interpersonal, technical, intellectual, etc.). Using two or three specific examples, discuss the insights you have gained into your work habits, learning style, and/or ability to adjust to new environments. Due: 5/31/2011

The first written assignment must be turned in to the student's senior project advisor and must be received by 3:00 pm on the due date. The grade will be affected if the paper is late.

The written assignments will be graded on the following:

- The quality of the writing
- The thoroughness and thoughtfulness in answering the questions
- The clarity and cohesion of the answer

## **The Oral Presentation**

The time for the Oral Presentation is fifteen minutes in its entirety, including time (five minutes) for questions. The Oral Presentation is a formal presentation and formal dress is required. Punctuality is imperative. Diction need not be stuffy, but it should be formal rather than colloquial.

*The Oral Presentation should include the following:*

1. An introduction to the site, with a description and an account of the work activities that take place there and why it was chosen
2. Summation including what was learned and gained through the experience

*Evaluation of the Oral Presentation is based on the following:*

1. Demeanor and ability to speak clearly and coherently
2. Staying within the 15-minute time limit
3. Ability to respond intelligently and thoughtfully to questions based on the project

## **Responsibilities: Faculty Advisor**

*The Faculty Advisor:*

1. Discusses possible projects with the advisee.
2. Contacts the person responsible for the project after the student has done so to confirm the field supervisor's obligations.
3. Helps the student adhere to schedules for completing her project, written assignments and Oral Presentation.
4. Assists the student in completing her Senior Project calendar allotting time for her other commitments.
5. Makes certain that the advisee arranges for weekly check-in time (in person, over the phone, etc.).
6. If necessary to assess progress, visits the student at the site and discusses her progress with the field supervisor.
7. Keeps in touch with the student's field supervisor in the event of any difficulties.
8. Reports any difficulties to Ms. Shaw or Mrs. Tully.
9. Checks the Site Hours Log Sheet on a weekly basis.

## **Responsibilities: Field Supervisor**

The field supervisor is the person at the site who directly supervises the student's work on a daily basis.

*The Field Supervisor:*

1. Reads the Senior Project Handbook and discusses it carefully with the student.
2. Keeps a careful record of the student's attendance and oversees fulfillment of her responsibilities.
3. Contacts the student's advisor in the event of any difficulty.
4. Completes the Field Supervisor's Evaluation Form provided by the school.

## **Responsibilities: Senior Project Committee**

*The Senior Project Committee:*

Organizes, conducts, and evaluates all Oral Presentations

## **GRADING THE SENIOR PROJECT**

The Senior Project grade will reflect your:

- Field Supervisor's Evaluation
- Written Essay 1
- Written Essay 2
- Oral Presentation

Marks will be lost for lateness!

Students with particularly strong essays and presentations will be nominated for **Senior Project Honors**, and one student will receive **the Senior Project Prize** at graduation.

