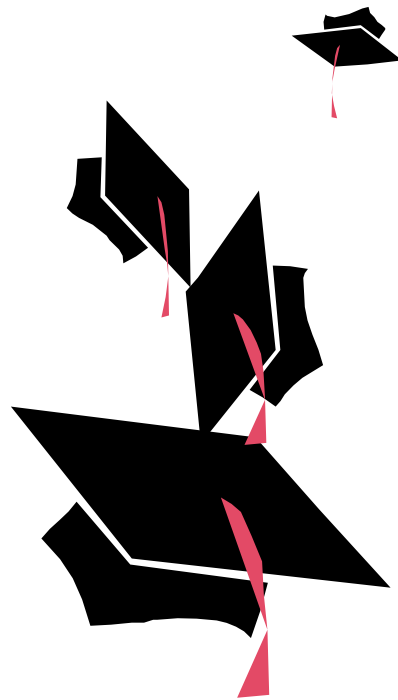


Antietam Middle-Senior High School



GRADUATION PROJECT MANUAL

Adopted Spring 1999
Revised 2003; 2006; 2007; 2010

ANTIETAM SCHOOL DISTRICT

Antietam Middle-Senior High School
100 Antietam Road
Reading, Pennsylvania 19606-1018
Telephone: (610) 779-3545
Fax: (610) 779-0378

Dr. Melissa G. Brewer
Principal

Mr. Jason B. Deane
Assistant Principal

Dear Parent/Guardian and Student:

The State of Pennsylvania adopted a comprehensive graduation project requirement for all public school students. The requirement is described as follows:

In order to graduate from high school, a student shall complete a project in one or more areas of concentrated study under the guidance and direction of the high school faculty. The purpose of the project, which may include research, writing, or some other appropriate form of demonstration, is to assure that the student is able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding. Individual students or groups of students may undertake projects. (Chapter V, Section 5.214, Pennsylvania Bulletin, July 24, 1993).

Initially in 1999, the development of a format for the graduation project at the Antietam Middle-Senior High School was a collective venture involving faculty, staff, administration and students. The purpose of the team was to develop a graduate project program and process that enhanced the educational experience of each student and supports students in completing their projects. Since that time, the manual has been revised several times including the most recent revision in the Fall of 2010.

The graduation project program permits various options for students to complete this requirement. These options and all important details and necessary forms for completion of the project are outlined in the Graduation Project Manual. It is the hope of the team that students in our school will select a project area that will provide for a rich opportunity of extended educational research, exploration, and discovery.

At the start of the 10th grade year, all students are assigned a mentor, a faculty member who will serve to guide the student through the process of completing the project. A project commences when the *Graduation Project Proposal Form* is completed by the student and approved by his or her mentor and parent. Please be aware that a graduation project is not complete until all signatures, including my own, are on the *Graduation Project Completion Form*.

Please take some time to carefully read the Graduation Project Manual that is available at our website, www.antietamsd.org. Please feel free to contact me if you have any questions.

Sincerely,

Melissa G. Brewer, Ed.D.

PROJECT AREAS:

The following four categories represent possible areas of study for the Graduation Project. Students will select one category for their projects.

INDEPENDENT RESEARCH

Students with an interest in a specific area may designate research/study in that field as the focus of their project. An approach of this manner permits students to explore areas of personal interest and becomes more valuable to the student as an individual. Below are some possibilities that you may wish to consider.

- Research one's own genealogy/family history
- Research a historically famous person with ties to the community
- Research a local author, poet, artist, or musician, or community organization
- Research a particular field of study of interest – i.e. psychology, musicology

COMMUNITY SERVICE

A student who wishes may develop and implement a community service project. All community service projects must include 30 hours of logged time. Below are some possibilities you may wish to consider.

- Complete community service at a local establishment such as Manor Care, Reading Hospital, Reading Rehab, Salvation Army, St. Joseph's Hospital, Women in Crisis, or your local church, soup kitchen, local day care centers, or local summer camp
- Landscape and maintain an area of the school district or your community
- Serve as a bi-lingual or academic tutor
- Animal shelters and veterinary hospitals need volunteers as walkers and kennel keepers

PERSONAL OR CAREER INTEREST

A student may wish to explore personal or career interests. Projects of this nature encourage exploration in a concentrated area of vocational or professional study that is personally worthwhile to the student. Below are some possibilities that you may wish to consider.

- Extend the Career Portfolio to include an in-depth study of a given profession
- Produce a play, talent show, musical piece, video, or multimedia presentation
- Write and perform a piece of music or book of poetry or prose with illustrations
- Restore, refinish, refurbish, create or restore a piece of furniture or equipment

CURRICULUM PROJECTS

A variety of classroom projects and experiences already in place in our school may meet the minimum requirements of the graduation project or are excellent starting points for more in-depth study or development in order to satisfy the graduation project. A student who desires to designate one of these projects will follow the same guidelines associated with the other projects and complete his/her final documentation for approval by his/her mentor. Further, Antietam MSHS will honor projects completed by students at the **Berks Career and Technology Centers** as long as the student abides by the expectations, process and deadlines outlined by the BCTC centers.

Please note: All curriculum projects that are completed to meet the expectations of the graduation project must be completed (*Graduation Project Completion Form* signed by all parties) no more than 10 school days after the end of the semester during which the course was offered. Essentially, the completion of the curriculum project as the means to satisfy the expectations of the graduation project is confined to the semester during which the course is taught.

EXPECTATIONS:

Project Approval

Students should seek the advice and counsel of their mentor to determine the project area, scope, and process that they will follow. Once the idea has been developed conceptually, the student will submit the proposed project in writing on a *Graduation Project Proposal Form*. Final approval of the project is the sole responsibility of the mentor. Mentors who have a project submitted that is questionable due to scope, safety, and/or completion may submit the proposal to the department chair committee.

Project Journal/Log

All students must maintain a journal/log of activities related to their work on their project regardless of the type of project they select using the *Graduation Project Journal/Log* form. A fair estimate of time required for a project of this nature is no less than thirty (30) hours.

Project Presentation

Presentation of projects may be done at any time during the student's 10th-12th grade years at a time when the mentor and the student agree that a successful project has been accomplished. Ideally, a student will complete his or her project before the conclusion of the first semester of the student's 12th grade year. The Graduation Project Presentation is an oral presentation that must include a visual or artifacts to demonstrate the purpose of the project was achieved. Presentations shall be no less than 10 minutes and not to exceed 20 minutes in length and allow for additional time for questions/dialogue. Reviewers of the presentation will score using the *Project Oral/Visual Presentation Rubric*.

Project Summary

All students must complete a Project Summary in which student provides reflections of significant learning as a result of project that will address specific questions originally posed in the proposal. The Project Summary shall be no less than 2-3 pages, double-spaced, Times New Roman (12pt. font.)

Student Completion Notice

Following a successful oral or written presentation, the mentor and additional staff member (reviewer) will complete a *Graduation Student Completion Notice* and submit the form to the high school principal. The form will then become part of the documentation in the student's cumulative folder and will serve to update the student's transcript.

Goal for Completion:

The goal for completion for all students is no later than the last day of the 1st semester of the 12th grade year. However, if the project is not complete (*Graduation Student Completion Notice* signed and delivered) by last day of 3rd marking period of the 12th grade year, the senior privileges will be suspended including but not limited to:

- Senior Prom
- Senior Exam Exemptions
- Senior Breakfast

GRADUATION PROJECT PROPOSAL

Student: _____ Mentor: _____

1. Project Area: (Please circle)
 - Independent Research
 - Community Service
 - Personal or Career Interest
 - Curriculum Projects

2. Specifically state the nature of the proposed project: (What do you plan to do?)

3. Identify resources you will access/utilize. (What persons or agencies will be involved? What research sources will you cite? Will you conduct interviews, shadow persons, etc?)

4. What purpose will your project serve? (Who benefits from the research or service you provide? In what way? How can you apply your knowledge?)

5. Explain how your project will be evaluated. (What will the finished project look like? Will you complete a reflective journal, a binder, a portfolio, a research paper? How will you present your project?)

I approve this proposal as meeting the requirement of a graduation project.

Mentor: _____ Date: _____

Student: _____ Date: _____

Parent: _____ Date: _____

STUDENT COMPLETION NOTICE

Guidance,

You are hereby notified that _____, of the Class of _____, has successfully completed his/her graduation project as prescribed by the Pennsylvania Department of Education's Chapter V (Chapter IV) regulations on this date, _____.

This student completed the requirements established for the Antietam School District as adopted in Spring 1999, in the category checked below. He or she has successfully completed the required log of hours, project summary and oral/visual presentation.

- _____ Curriculum Projects
- _____ Independent or Group Research
- _____ Career Interest Approach
- _____ Community Service Project

Comments: _____

Mentor signature _____ Date: _____

Student signature _____ Date: _____

Principal signature _____ Date: _____

SUMMARY OF PROGRESS #1

Please complete this form to indicate our status towards the completion of your project.

1. What important steps have you taken to date to start/continue work on your project? _____

2. What resources have you used or secured to date in order to start or continue work on your project? _____

3. What persons have you contacted or involved in the process to date? _____

4. What steps must you take next to continue work on your project? _____

5. What resources will you need to take these steps? _____

6. What persons will need to involve in the process to take these next steps? _____

7. What successes have you experienced to date during work on your project? _____

8. What frustrations have you experienced to date during work on your project? _____

9. When do you anticipate completing your project? _____

10. When do you anticipate presenting your project or submitting your paper for review? _____

Signature of Student: _____

Date: _____

Signature of Mentor: _____

Date: _____

SUMMARY OF PROGRESS #2

Please complete this form to indicate our status towards the completion of your project.

1. What important steps have you taken to date to start/continue work on your project? _____

2. What resources have you used or secured to date in order to start or continue work on your project? _____

3. What persons have you contacted or involved in the process to date? _____

4. What steps must you take next to continue work on your project? _____

5. What resources will you need to take these steps? _____

6. What persons will need to involve in the process to take these next steps? _____

7. What successes have you experienced to date during work on your project? _____

8. What frustrations have you experienced to date during work on your project? _____

9. When do you anticipate completing your project? _____

10. When do you anticipate presenting your project or submitting your paper for review? _____

Signature of Student: _____

Date: _____

Signature of Mentor: _____

Date: _____