

# NORTHERN LEHIGH HIGH SCHOOL GRADUATION PROJECT

2009 - 2010



## STANDARDS AND REGULATIONS MANUAL

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# Northern Lehigh High School Slatington, Pennsylvania

Dear Students,

The Class of 2001 became the first class that had to undertake and complete a Graduation Project or equivalent option, which meet the standards and provisions stated by the Pennsylvania State Board of Education and the Northern Lehigh School District Board of Directors.

The Graduation Project Manual has been assembled to assist in guiding you through this very important Graduation Requirement. This manual can be used to answer any questions, direct your project in the correct path, and possesses all the mandatory forms needed for completion.

Please share this manual with your parents and review the contents with them. It is very important that your parents have a complete and thorough understanding of the project's importance and the seriousness our faculty views this graduation requirement.

I encourage you to select a project that is both challenging and significantly meaningful to you. Our staff will provide you with direction and guidance necessary to help you with this endeavor, but clearly, the primary responsibility of this Graduation Project rests with you, the student.

If you or your parents have any questions, please feel free to contact me at the High School Office (610) 767-9832.

Best Wishes and Good Luck !!!,

High School Administration

## **HIGH SCHOOL GRADUATION REQUIREMENT**

“In order to graduate from Northern Lehigh Senior High School, a student shall complete a project that gives back to the community or demonstrates knowledge of a trade learned at Lehigh Career and Technical Institute. Students must then develop a oral presentation that shows coherent information of time spent and lessons learned. Projects may be undertaken by individual students or small groups of students.” Students must be in the same graduating class.

### **Title 22, Education, State Board of Education, Chapter 5, Curriculum, July 24, 1993.**

The Northern Lehigh School District does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or the presence of non-job related medical conditions or handicaps in the educational programs and activities it operates, and in its admission policies.

### **COMPLETED PROJECT DUE DATES**

Although sufficient time is given to complete your project, we suggest you begin in your Freshman year to develop your Proposal. Very often the most difficult task is determining a project topic or goal. **Remember – FAILURE TO COMPLETE A GRADUATION PROJECT WILL JEOPARDIZE A STUDENTS ABILITY TO GRADUATE WITH HIS/HER CLASS.**

Completed Projects must be turned into the Main Office no later than **the last week of September of your Senior year** or Senior Privileges will be revoked.

Failure to meet this deadline will result in the loss of senior privileges until the Graduation Project has been turned in. Loss of senior privileges will also result if a student fails to turn in a Proposal for approval. Senior privileges include parking permits, early dismissal and late arrival permits, Senior Farewell, and Senior Class Trip.

Notes: Students who transfer to Northern Lehigh High School from another District will work closely with their Advisor to determine the appropriate course of action with regards to their Graduation Project requirement. Special Education students should work with their Special Education Teachers.

### **PARENTS WILL BE NOTIFIED OF ANY DEFICIENCIES**

## WHAT ARE MY OPTIONS ?

The Student has the ability to choose from **TWO OPTIONS** in completing the Graduation Project requirement.

### **Option 1:                      Community Service**

Students may elect to do **TWENTY HOURS** of documented community service and submit a reflective report about their community service experience. **Community Service is defined as time spent after school hours working for a non-profit organization. Students may not be paid for their Community Service hours.** *The Project Proposal/Application must be pre-approved by the Assistant Principal before accumulating community service hours. Any documented community service hours prior to approval will not count towards the twenty required hours.* Student may acquire hours from one (1) organization but not more than four (4) organizations.

### **Option 2:    Lehigh Career and Technology Institute Project**

Students who attend and complete their educational requirements at the Lehigh Career and Technical Institute have **two** mandatory components of the Graduation Project. The **first** component is to visit **www.careercruising.com** and perform the following tasks:

- 1- Produce a Cover Letter (Sample: Page 11)
- 2- Complete an Interest Inventory Survey (matchmaker)(print out results)
- 3- Complete a Career Search including (print out results):
  - a. Job description
  - b. Working Conditions
  - c. Earnings
  - d. Education needs
  - e. Career Pathway
  - f. Related Jobs
  - g. Other Resources
- 4- Complete a Resume ( visit portfolio) (print out results)

\*\*\* Student who have questions about the career cruiser web site should contact their guidance counselor for directions and advice.

The **second** is to submit a reflective report about their experiences at the Career and Technical Institute.

# GRADUATION PROJECT COMPONENTS

The following is a list and explanation of the items needed to successfully complete your project. All components must be completed in the following order:

- 1.) Proposal and Application (approved by the Assistant Principal)
- 2.) Time Log (signed by your Advisor and initialed by the adult verifying Hours).
- 3.) Reflective Report (signed by Advisor)
- 4.) Oral Presentation and Final Assessment  
**(attend at assigned time with visual presentation)**

## 1.) PROPOSAL AND APPLICATION

Submit a **\*word processed proposal\*** that will serve as your project **application**. In general, your application will state what the project is about, what you hope to learn, what resources you will use, and how you intend to undertake your project. Your proposal should be of sufficient length (2 to 3 pages) to appropriately describe your project in detail. If you are doing Community Service, your Proposal should include the name and phone number of the Adult verifying your hours. **Note: Parents cannot verify their student's hours for Community Service.** Share your **proposal/application** with your parents for their advice and subsequently with your advisor for review and authorization.

\*\*\*Please note: If your proposal/application is not clear and easy to read, it will be returned for re-doing.

## 2.) TIME LOG

The time log is to be utilized to track the required hours needed to complete the Graduation Project. All dates and hours need to be verified by the **approved adult**. Additionally, all phone numbers are to be listed for the approved adult should there be a reason to contact them. Failure to complete the necessary hours and have appropriate signatures will impact your High School Graduation. See Page 10 for the time log to be used.

## 3.) REFLECTIVE REPORT

The reflective report is the final part of the Graduation Project. Note: **Each student working together in a group must submit their own Reflective Report.** This report must possess the following characteristics:

- Illustrate correct spelling, grammar, punctuation, and all other elements of good writing.
  - ✓ Follow a double-spaced, one-inch margin format.
  - ✓ Consist of a minimum of *five* paragraphs to include an introduction and conclusion of one paragraph each and at least a three-paragraph report body.

- ✓ Visual material is needed to support student involvement in the project (e.g. PowerPoint, photo album, etc.). An explanation should be included about your visual.

### **INTRODUCTORY PARAGRAPH**

This provides a general description of the student's experience(s), why it was chosen, and what the student hoped to gain out of the experience. It explains any new insights discovered as a learner and worker and could include any strengths or weaknesses the student discovered about himself/herself.

### **BODY PARAGRAPHS**

Describe the process the student used to achieve the project's goal(s) and how obstacles or problems were overcome. It also discusses how the goals were met and what was gained from the experience, including what was gained from the interaction between the student and the people with whom the student worked.

### **CONCLUDING PARAGRAPH**

Summarizes the learning the student will take from this experience including new interests, skills, social interactions, and experiences. Describes anything that the student would have done differently and why. Includes the student's overall impression of this experience.

## **4.) ORAL PRESENTATION AND FINAL ASSESSMENT**

There are two components or parts to the oral presentation of your graduation project. The first is your completed portfolio of all completed forms and reflective report. The second is the formal part conducted by our staff. The formal assessment or evaluation of your project will ultimately determine whether it is deemed acceptable as one of your graduation requirements. As such, your **final project** will receive careful scrutiny by the evaluation team. To view the rubric used to evaluate the presentations and projects see next page.

\*\*\*Please note: All oral presentations need to be **7-15 minutes in length** and **will need a Professional quality visual aid and use current technology**. Examples of a visual aid are: a video, power point presentation, and items used for your project

### **SATISFACTORY OR UNSATISFACTORY RATING**

A satisfactory rating is needed (a combined score of the oral and written parts). The project **MUST** include both an oral and a written part. You must make certain that all three parts to your project are submitted to the Main Office **by June 1 of your Junior year**. Those parts are as follows:

- 1.) Proposal and Application (approved by the Assistant Principal)
- 2.) Time Log (signed by your Advisor and the signature of the adult verifying hours)
- 3.) Reflective Report (signed by Advisor)

\*\*\*Failure to address these responsibilities may lead to your project being rejected.

**RATING SCALE:** To obtain a satisfactory (passing) rating you must earn a satisfactory rating on ten out of the thirteen expectations found on the rubric (see pages 8 & 9). As well as completing all four parts of your written project.

## Graduation Project – Oral Presentation Rubric

<b>CONTENT:</b>	<b>3</b>	<b>2</b>	<b>1</b>
Vocabulary	Uses affective and appropriate vocabulary.	Uses appropriate language for audience.	Repeatedly uses inappropriate or imprecise language.
Support	Supports assertions with facts and/or data.	Supports some assertions with facts and/or data.	Does not support assertions with facts and/or data.
Benefits	Communicates benefits of project.	Communicates few benefits of project.	Communicates no benefits of project.
<b>EFFECTIVE SPEAKING:</b>	<b>3</b>	<b>2</b>	<b>1</b>
Non-Verbal Communication	Uses non-verbal communication that enhances presentation.	Uses appropriate non-verbal communication.	Lack of non-verbal communication.
Eye Contact	Student maintains eye contact with audience, seldom returning to notes.	Student maintains eye contact most of the time, but frequently returns to notes.	Student reads all of report with no or infrequent eye contact.
Enunciation	Enunciates clearly, correctly, and efficiently.	Mostly enunciates clearly, correctly, and efficiently.	Failure to enunciate clearly, correctly, and efficiently.
Tone, Volume, and Pace	Varies tone, volume and speed to enhance presentation.	Includes some variety of tone, volume and speed.	Tone, volume and speed interfere with understanding.
Presentation	Presents oneself with confidence and professionalism.	Demonstrates some confidence and professionalism.	Lacks confidence and professionalism.

<b>ORGANIZATION:</b>	<b>3</b>	<b>2</b>	<b>1</b>
Introduction and Conclusion	Uses an engaging beginning and a thoughtful ending.	Uses an appropriate beginning and ending.	Lacks introduction and/or conclusion.
Objectives	Clearly focuses on objectives.	Primarily focuses on objectives.	No major objectives.
Sequence	Student presents information in a logical sequence which audience can follow.	Audience has difficulty following presentation because student jumps from topic to topic.	Audience cannot understand presentation because there is no sequence of information.
Time Requirement	Meets time requirement of 7 – 15 minutes.		Does not meet time requirement of 7 – 15 minutes.
<b>VISUAL MEDIA:</b>	<b>3</b>	<b>2</b>	<b>1</b>
Materials	Visual materials clearly demonstrate student involvement in project.	Visual materials do not clearly demonstrate student involvement in project.	No visual materials to support student involvement in project.
<b>RESPONSE TO QUESTIONS:</b>	<b>3</b>	<b>2</b>	<b>1</b>
Knowledge of Project	Provides knowledgeable response to questions.	Provides rote and superficial responses to questions.	Inadequately answers questions.

## **PROJECT PROPOSAL AND APPLICATION**

Name\_\_\_\_\_ Homeroom\_\_\_\_\_

Advisor\_\_\_\_\_ Date\_\_\_\_\_

Project Title\_\_\_\_\_ Graduation Year\_\_\_\_\_

**Please attach a word processed proposal that includes the following information in paragraph form.**

What is the goal of your project?

Why did you select this project?

If doing a Community Service Project what non-profit group will benefit from this project?

How will you go about completing this project?

What resources and material will you use to complete this project?

What do you hope to learn from the time spent on this project?

If doing an LCTI Project, how has your time spent at LCTI prepared you for a career.

Student Signature\_\_\_\_\_ Date\_\_\_\_\_

Advisor Signature\_\_\_\_\_ Date\_\_\_\_\_

### **Community Service Hours Verification**

Please list below the name and contact phone numbers of the Adult verifying your Community Service Hours. *Note: Parents cannot verify hours.*

Name\_\_\_\_\_

Work Phone\_\_\_\_\_ Home Phone\_\_\_\_\_



**SAMPLE COVER LETTER**

YOUR NAME

YOUR ADDRESS

YOUR CITY, STATE, ZIP CODE

DATE

NOTHERN LEHIGH HIGH SCHOOL

MRS. AILEEN YADUSH

1 BULLDOG LANE

SLATINGTON, PA 18080

DEAR MRS. YADUSH:

I am writing to express my interest in the teaching position offered within Northern Lehigh High School. Enclosed, please find my resume (and other materials requested) for your review.

As you will see by my resume, I possess experience working with students. I am familiar with various teaching techniques and learning styles, as well as standards and laws pertaining to special education students. In addition, I am dedicated to working for the best interests of students, their families, and school district personnel. Because of my knowledge and experiences, I feel I am a worthy candidate for the position of a teacher for the Northern Lehigh High School.

I look forward to meeting with you to discuss how my experiences could meet the needs of your building. Thank you for your consideration for this position.

Respectfully,

Your Name

**ASSESSMENT**

This form is to be completed by you after you have finished your project. It should be turned in with your project.

Name \_\_\_\_\_

Class of 2 \_\_\_\_\_

Advisor \_\_\_\_\_

Date \_\_\_\_\_

Project Type: (circle one)    **PROJECT**    **COMMUNITY SERVICE**    **LCTI REVIEW**

Rate your effort on your project from 1 to 10 with 10 being the highest or best. Circle one.

**I. Originality and Creativity**Selection, meaning, personal relevance,  
clear statement, ingenuity.

1 2 3 4 5 6 7 8 9 10

**II. Organization and Preparation:**Structure, consistency,  
continuity, logical, sequential,  
clear.

1 2 3 4 5 6 7 8 9 10

**III. Thoroughness and Depth:**Comprehensive, focused, time,  
commitment, critical thinking,  
personal skills involved.

1 2 3 4 5 6 7 8 9 10

**IV. Goal Definition:**Challenging, purposeful, high  
expectations, relevant learning  
shows student understanding.

1 2 3 4 5 6 7 8 9 10

**V. Timelines:**Met all timelines and checkpoints.  
(See pages 8-9.)

1 2 3 4 5 6 7 8 9 10

**V. Overall Project Exhibition:**Communicated appropriately,  
quality, expressive, addresses  
original goal.

1 2 3 4 5 6 7 8 9 10

**Total your six scores.****Student Signature** \_\_\_\_\_**TOTAL** \_\_\_\_\_