



Belle Vernon Area High School

425 Crest Avenue Belle Vernon, PA 15012-9625

Phone: 724-929-9800 Fax: 724-930-7909

Principal: Gregory J. Zborovancik

Assistant Principal: Maria Weightman



April, 2010

Dear Student:

All students graduating from *BELLE VERNON AREA HIGH SCHOOL* must complete a graduation project which fulfills the requirement of the Pennsylvania Department of Education regulations, as defined below. This manual contains very specific guidelines and procedures to help you complete this requirement successfully.

We have created this manual for you and your parents/guardians to review so that you will have a thorough understanding of the project. To direct you in this endeavor, you will find all necessary explanations, assessments and report forms.

We encourage you to select a challenging project in an area of personal interest. Your advisor will provide you with the guidance necessary to help you. However, the primary responsibility to complete the project rests with you.

You must meet with your Advisor to discuss your career choice and submit your Proposal Contract prior to May 7, 2010

THE HIGH SCHOOL
GRADUATION PROJECT REQUIREMENT
According to Pennsylvania Department of Education Regulations

SEC. 4.24. HIGH SCHOOL GRADUATION REQUIREMENTS

(A) Each school district (including charter schools) shall specify requirements for graduation in the strategic plan under 4.13 (relating to strategic planning). Requirements shall include course completion and grades, completion of culminating project and results of local assessment aligned with the academic standards.

...The purpose of the culminating project is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding.

All students will receive a pass/fail grade on their final report card for the Senior Project and will be awarded a seal of achievement on their certificate based on the Seal Rubric for Senior Project Certificate (Page 20).

Wishing you success...
The Belle Vernon Area High School Administration and Faculty

**Belle Vernon Area High School
Senior Project
2010-2011**



"Career Exploration"



Belle Vernon Area High School
Senior Project Packet
2010-2011

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PROJECT TIME LINE

Approximate date to receive packet.....April 9, 2010

Meet with advisor to discuss career choice and submit
Proposal Contract to advisor.....April 26, 2010-
May 7, 2010

Typed interview questions submitted to advisor.....May 21, 2010

Typed Interview, confirmation form and shadowing confirmation form
given to advisor.....September 3, 2010

Report completed and given to advisor and visual discussed.....September 24, 2010

Visual/audio approved/oral presentation discussed and/or practiced with advisor
and approved.....One day during the
period of September 27, 2010-
October 1, 2010

Nothing accepted after October 5, 2010 to be presented on October 8, 2010

Presentation and approval/rejection of project.....October 8, 2010

NOTE: Transfer students who have not completed a Senior Project at their previous school,
will be given a reasonable time period to complete the Senior Project while working
through the Guidance Office.

CHECKLIST FOR STUDENT

1. Choose career and turn in proposal to advisor by May 7, 2010 _____
2. Get interview questions approved by advisor by May 21, 2010 _____
3. Set up interview and conduct interview and shadow over the summer _____
4. Type up interview and give to advisor with confirmation forms by September 3, 2010 _____
5. Write report and give to advisor and discuss visual by September 24, 2010 _____
6. Prepare visual and have approved by advisor and discuss or present oral presentation with advisor during the period of September 27-October 1, 2010 _____
7. Present to the Committee on October 8, 2010 _____
8. Receive acceptance/non-acceptance _____

**BELLE VERNON AREA HIGH SCHOOL
GUIDELINES FOR SENIOR PROJECT 2010-2011
"Career Exploration"**

1. Each Belle Vernon Area High School faculty member will serve as advisor to a designated and randomly selected number of seniors. This number will be determined by dividing the total number of seniors by the total number of high school teachers, counselors and administrators.
2. Each advisor group will meet in a designated classroom or workspace as scheduled (See Advisor for designated area).
3. The title of this year's project is "**Career Exploration.**" Each student must choose a career and have it approved by his/her advisor. This career must be school appropriate. Once the topic is chosen, the student must submit a Project Contract to his/her advisor for approval (Refer to Page 8). See Time Line on Page 1 for date that the topic must be approved.
4. The project will consist of four parts: **Interview/Shadowing, Typed Interview, Report on Career, and Presentation to Committee including a visual exhibit.**

PART 1: INTERVIEW/SHADOWING

- a. The student will plan and organize an interview with a person in his/her approved career field. **This interview cannot be with immediate family members or people working at the Belle Vernon Area High School.**
- b. This interview should include valuable questions, pre-approved by the advisor, that address the major issues related to the chosen career. The interview should contain a minimum of ten questions (Refer to Page 12).
- c. The interview should be **face-to-face**, which does not include phone or email interviews. The student must obtain a signature of the interviewee on the Interview Confirmation Form (Refer to Page 10).
- d. Following the interview, the questions and answers must be typed on white 8 1/2" X 11" paper using 11 pt. or 12 pt. font, black ink and 1" margins. It also should be double-spaced.
- e. The interview must meet the requirements, as stated in the rubric, to be acceptable (Refer to Page 16).
- f. The student is expected to send a thank-you note to the interviewee upon completion of the interview.
- g. The student will shadow a person in the chosen career for a minimum of four (4) hours. The student must obtain a signature from the person who was shadowed on the Shadow Confirmation form (Refer to Page 11).

PART 2: REPORT ON CAREER

- a. The student will prepare a research report on the career topic approved by his/her advisor.
- b. This report should be a minimum of **TWO PAGES FOR A PROFICIENT SEAL AND THREE PAGES LONG FOR AN ADVANCED SEAL**. This report should address **ALL** of the following:
 1. Define the career.
 2. Justify the selection of this career (13.1.11E). Give reasons why you have the character traits, physical qualifications and/or skills to succeed in this career.
 3. Analyze the relationship between career choice and career preparation opportunities. Describe in detail the education, training and skills that are needed for this career (13.1.11F).
 4. Describe the interview and shadowing experiences. Explain the learning that occurred.
 5. Give the salary ranges, benefits, working conditions and opportunities for advancement.
 6. Evaluate strategies for career retention and advancement in response to the changing global workplace (13.3.11F).
 7. Evaluate the impact of lifelong learning in this career.
 8. Give specific details about your personal plans concerning this career, your education and/or training and evaluate how this experience has affected your career choice.
 9. Include a resource page including the interviewee information and lists of other sources used (there should be a minimum of two).

SUGGESTED SOURCES:

 - CareerLinks
 - Internet (O-Net)
 - Networking
 - Newspapers
 - Professional Associations
 - Occupational Outlook Handbook
 - PA Career Guide (13.2.11B)
 -
- c. The report should be typed, double-spaced on white 8 1/2" by 11" paper. It should be in black ink with an 11 or 12 pt. font and 1 inch margins.
- d. The advisor will review the paper with the student to assure that it meets the criteria stated in the rubric to be acceptable (Refer to Page 15).

PART 3: PRESENTATION

- a. Each student will present his/her "Career Exploration" Project to a Committee on Graduation Projects according to the Time Line (Refer to Page 1). This oral presentation should last for a minimum of five minutes and a maximum of fifteen minutes. The oral presentation must meet the requirements as stated in the rubric on Page 17 in order to be acceptable. The Committee will evaluate the presentation.

- b. Each presentation must include a visual and or audio exhibit to be used as a part of the oral presentation (See Guidelines on Page 6 and Visual Rubric on Page 18). The visual does not have to contain every point of the presentation; but may focus on only one or two aspects of the speech. The use of technology is highly recommended.

IDEAS: Give a PowerPoint presentation (See page 6)
 Prepare statistical charts and graphs
 Build a model or exhibit
 Develop a computer demonstration, podcast, webpage or PhotoStory
 Design and create an advanced art piece
 Conduct an experiment
 Choreograph a dance
 Perform a musical number
 Produce a video
 Put on a live demonstration
 Showcase a collection relevant to the topic
 Teach a lesson
 Other ideas approved by advisor

- c. The oral presentation must include the visual and/or audio presentation and should include some of the following:

1. What career the student chose.
2. Why the career was chosen.
3. Who was interviewed.
4. What was learned in the interview and shadowing experience.
5. What the student knows about the career.
6. What the student's personal career plans are.

- d. The Review Committee may ask a student questions after the oral presentation. Answers to these questions will count toward whether or not the project/presentation is accepted.

- e. If for any reason any student cannot present on the October 8, 2010 date, that student will present on a designated Saturday in November (tentatively scheduled for November 20, 2010). The next opportunity will be the day after commencement. If a student does not present on the day after commencement, the next opportunity is in October, with the present senior class of 2012.

- f. Students are permitted to use note cards (4" x 6" note cards recommended; however, students are not to read word for word their presentations from cards, PowerPoint or papers. See Page 19 for speech notes sample page.

"Visual Aids, especially, can help a speaker make a point because vision is our most dominant sense. Research tells us that we pay twenty-five times as much attention to visual suggestions as we do to audio suggestions. "One seeing," says an old Japanese proverb, "is better than a hundred times telling." Still every speaker should remember that no matter how powerful or striking her/his visual aids may be, they are meant to enhance and not replace a well-constructed speech. " Communication Matters

Guidelines for Using Visual Aids

The visual aid must be large enough for the audience to see.

- Words should be brief, written large enough to see, dark enough to see, and spelled correctly.
- Master the mechanics of any equipment you plan to use. (Overhead, PowerPoint, CD player, etc.)
- Check in advance equipment is available for your use in the assigned classroom. (Computer, television screen, chalkboard, easel, tape for holding visual aid, etc.)
- Check the room arrangement in advance for necessary furniture or room distractions. (Lectern, chairs, seating arrangement, noisy air vents, location of computer to television screen, etc.)
- If using handouts have them available and a plan for passing them out.
- Avoid turning your back to the audience to look at the visual aid.
- Learn to use your visual aid with no more than a sidelong glance.
- Point to the part of visual aid you will talk about; look at the audience; talk to the audience.
- Don't stand in front of the visual aid.
- Talk to the listeners, not the visual aid.
- Keep any visual aid out of sight until you are ready to use it, and then put it away again when you have finished.
- Pause and give the audience sufficient time to view the visual aid; pausing ten to twelve seconds is fine.
- The visual aid should not contain every word of your speech; use short phrases.
- Don't overdo a good thing. A long succession of visual aids can become boring.
- Coordinate visual and verbal message by practicing the speech aloud.

Practice aloud, practice aloud, practice aloud!

Tips for Designing PowerPoint Presentations

- Every presentation should have a title slide. Make sure the title relates to the presentation content.
- Maintain a consistent color scheme throughout the presentation.
- Keep the background simple, making sure the text can be seen clearly.
- Avoid long lines of text. Avoid too many lines of text. No line should consist of more than seven words; no slide should consist of more than seven lines.
- Avoid small text. Text on slides should be no smaller than 32 points.
- For bulleted text, avoid using a single bullet or more than five bullets per slide. Don't use more than two levels of bullets.
- Use consistent wording in bulleted text.
- Use clip art that relates to the content and doesn't distract from the message. Avoid the temptation to "jazz up" a slide show with too much clip art.
- Keep charts simple. The most effective charts are pie charts with three or four slices and column charts with three or four columns.
- Provide some form of handout so your audience can keep track of the presentation.
- Your final slide should provide a recommendation or summary.

HOW TO???

STEP BY STEP

1. Learn the name of your advisor.
2. Meet with your advisor. He/she will help you all along the way!
3. Choose a career to explore and submit the Project Proposal and Contract on Page 8 to your advisor.
4. Set up an interview with someone in your career field after your project and interview questions have been approved by your advisor.
5. Conduct the interview according to the guidelines. Be sure to take notes or record with the permission of the interviewee!
6. Make sure your interviewee signs the Interview Confirmation Form on Page 10 before you leave.
7. Set up a day to shadow with someone in your career field for a minimum of four hours.
8. Make sure you get the Shadowing Confirmation form signed on Page 11 before you leave.
9. Write the questions and answers to the interview, in required format, and submit to advisor. Make sure you send a thank-you note to the interviewee.
10. Write a report on the career you have chosen according to the requirements.
11. Submit your report to your advisor for approval.
12. Prepare the speech and notes.
13. Prepare the visual/audio exhibit.
14. Submit your visual to your advisor for approval and practice or discuss your presentation, appropriate attire and time of arrival for your formal presentation in October.

**REMEMBER -- ANY TIME YOU NEED HELP,
FEEL FREE TO SEE YOUR ADVISOR,
MR. ZBOROVANCIK, MRS. WEIGHTMAN,
OR MRS. MILINOVICH.**

PROJECT PROPOSAL AND CONTRACT

(Fill out form and submit)

Student Name: _____

Advisor Name: _____

Date: _____

My "Career Exploration" project will be about...

I think this is a valuable/important project because...

When I complete the project, I anticipate knowing...

I chose this career because...

Accept _____	Reject _____	Date ____/____/____
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ORAL PRESENTATION PROCEDURE

1. Present your "Career Exploration" Senior Project on the assigned date.
2. **Dress professionally** for this very important presentation (Jeans, t-shirts, shorts and revealing clothes ARE NOT considered professional attire).
3. Show up at least five minutes before the presentation.
4. Make sure you have your visual/audio exhibit with you (See Visual Rubric on Page 18).
5. Present in a clear loud voice for five to fifteen minutes, including panel questions. Do not read verbatim from cards, PowerPoint or paper (See Rubric for Presentation on Page 17)
6. Answer questions from the Committee.
7. Thank the Committee for their attention.
8. Invite parents and family members to be present during the presentation as non-participatory observers only. (OPTIONAL)
9. Leave the classroom for a few minutes while the review committee members discuss the presentation.
10. Return to the classroom for the evaluation results.
11. Leave in a timely manner so the next presenter can get ready.

INTERVIEW CONFIRMATION

Thank you for taking the time to meet with a student from the *BELLE VERNON AREA HIGH SCHOOL*. This interview will provide the student with important career information needed to complete his/her senior project, which is required by the State of Pennsylvania.

Please confirm the following information:

I, _____ confirm that _____
Name of Interviewee Name of Student

interviewed me concerning my occupation of _____.
Job Title

This interview took place on _____ and lasted _____
Date

minutes.

Signature of Interviewee

Date

SHADOWING CONFIRMATION

Thank you for taking the time for allowing a student from *BELLE VERNON AREA HIGH SCHOOL* to shadow you. This experience will provide the student with important career information needed to complete his/her senior project, which is required by the State of Pennsylvania.

Please confirm the following information:

I, _____ confirm that _____
Name of Company Representative Name of Student

shadowed at _____
Company Name

on _____ Date. The above named student was here from

_____ until _____
Arrival Time Departure Time

Company Representative

Date

Interview questions should address these concepts:

1. Analyze career options based on personal interests, abilities, aptitudes, achievements and goals.
2. Justify the selection of a career.
3. Analyze the relationship between career choices and career preparation opportunities including degrees needed and/or training required.
4. What are the essential workplace skills and knowledge? Include questions dealing with health/safety, personal initiative, scheduling/time, team building, dependability, communication, workplace environment and technology.
5. Evaluate personal attitudes, work habits and lifelong learning that support career retention and advancement and the relationship of this career to the changing global workplace.
6. Include questions that address the financial aspects of the career such as salary, benefits and bonus opportunities.

(SAMPLE RESOURCE PAGE)

Resources

Interview and Shadowing Citations

Name, Position, Employer

Example:

John Smith, Nurse, UPMC

Internet

Author (if available), Title, Date, http address

Example:

Betty Brown, The Modern Lawyer, 25 July 2009, <http://lawasacareer.gov>

Other Sources

Author, Title

Example:

Bill and Sue Doe, Business in the 21st Century

CAREER PAPER RUBRIC

Student Name: _____ Advisor: _____ Check if Acceptable

Format	
8.5 x 11 White Paper.....	
12 pt. Times New Roman or 11 pt. Calibri Font, Black Ink.....	
1 Inch Margins.....	
Double Spaced.....	
Minimum of three pages for Advanced seal (not including Reference Page)...	# of Pages <hr style="width: 50px; margin: 0 auto;"/>
Minimum of two pages for Proficient seal (not including Reference Page).....	
Reference Page containing a minimum of two sources used in Career Paper.....	
Minimal spelling, grammar, mechanics and punctuation errors.....	

Content	
Definition/Explanation of career.....	
Why student chose this career.....	
Education/Training needed for this career.....	
Salary ranges, benefits and working conditions and responsibilities.....	
Essential workplace knowledge and skills of the career.....	
Interview Information:	
Who was interviewed.....	
What student learned from interview.....	
What was learned from the shadowing experience.....	
Special traits or qualifications that make the student a good candidate for the career.....	

INTERVIEW RUBRIC

Student Name: _____ Advisor: _____

	Check if Acceptable
8.5 x 11 White Paper.....	
12 pt. Times New Roman Font or 11 pt. Calibri, Black Ink.....	
1 Inch Margins.....	
Double Spaced.....	
Minimum of 10 valuable questions pre-approved by Advisor..... NUMBER OF QUESTIONS ASKED _____	
Answers to questions are thorough and in complete sentence format.....	
Student has submitted a signed confirmation form.....	
Student conducted a face-to-face interview.....	
Student has provided a copy for the Advisor to keep on file.....	
Minimal spelling, punctuation, grammar errors.....	
Student has interviewed a person outside his/her immediate family.....	

SPEECH PRESENTATION RUBRIC (Content, Delivery)

Student Name: _____ Advisor: _____

DID THE SPEAKER SATISFACTORILY:	Check if Acceptable
Define the career?.....	
Justify the selection of this career by giving reasons why he or she would have the character traits, physical qualifications and/or skills to succeed in this career?.....	
Analyze the relationship between career choice and career preparation opportunities and describe in detail the education, training and skills that are needed for this career?	
Describe the interview and shadowing experience(s) and explain the learning that occurred?	
Give the salary ranges, benefits, working conditions and opportunities for advancement?	
Evaluate the strategies for career retention and advancement in response to the changing global workplace?	
Evaluate the impact of lifelong learning in this career?	
Give specific details about his or her personal plans concerning this career, the education and/or training and evaluate how this experience has affected his or her career choice?	
Use interview and shadowing information in the speech	
Cite resources in the speech? (Examples: Interviewee, <i>CareerLinks</i> , Internet (<i>o-NET</i>), Networking, Newspapers, Professional Associations, <i>Occupational Outlook Handbook</i> , <i>PA Career Guide</i>)	
Use some form of speaker notes? (Examples: Outline, Bulleted List, PowerPoint Speaker Notes, either on 4 x 6 or larger note cards or 8 ½ x 11 paper)	
Develop what he or she knows about the career in 5-10 minutes for a Proficient seal or 10-15 minutes for an Advanced seal?	
Dress professionally? (no jeans, t-shirts, shorts or revealing clothing)	
Deliver the speech effectively? (uses sufficient eye contact, pauses, sounds interesting, maintains posture and poise and speaks in a loud voice)	
Have a serious, positive attitude when presenting the speech?	
Answer the committee questions?	

VISUAL AID RUBRIC

Student Name: _____ Advisor: _____

	Check if Acceptable
Is the visual aid neat, attractive and shows an effort in preparation?	
Is the visual aid large enough for the committee to see? (A minimum of 22 x 27 is required if a posterboard is used.	
Is the visual aid informative?	
If the visual aid contains written work, does it have proper spelling, grammar and mechanics?	
Did the speaker use the visual aid effectively during the speech?	
Audio, if used, displays advanced preparation and technological expertise.	

SPEECH NOTES SAMPLE

Introduction:

- May begin by asking three interesting questions about the topic
- May tell a story relating to the topic
- May use a quotation about the topic
- May use an appropriate introduction that gets the committee's attention
- An introduction could be approximately three to five sentences

Tell the Thesis Statement (including essay map):

Body: (The main points could be the points on the speech rubric)

Main Point #1

Write Details:

Main Point #2:

Write Details:

*Main Point #3:

Write Details:

*Continue with as many main points and details as necessary to develop your speech

Conclusion:

Restate the Thesis Statement (including essay map):

Speech Closing: (Usually refers to the Introduction)

- May answer the three introduction questions
- May finish the introduction story
- May refer to the opening quotation
- May refer to the appropriate introduction that gets the committee's attention
- A speech closing is several sentences.

October 8, 2010
Seal Rubric for Senior Project Certificate

Seal Levels	Presentation Date	Deadlines Met	Quality of Presentation	Total Score
Advanced	Every Deadline Met 10 Points	Minimum 15 Interview Questions Minimum 3 Page Paper Demonstrates an <u>exemplary</u> knowledge in all written components 4 Points	Meets all criteria in packet and demonstrates an <u>exemplary</u> knowledge of career for a minimum of 10 minutes 4 Points	18 Points
Proficient	Missed only One (1) Deadline 8 Points	Minimum 10 Interview Questions Minimum 2 Page Paper Demonstrates a <u>thorough</u> knowledge in all written components 3 Points	Meets all criteria in packet and demonstrates a <u>thorough</u> knowledge of career for a minimum of 5 minutes 3 Points	14-17 Points
Basic	Missed Two (2) Deadlines 5 Points	Minimum 10 Interview Questions Minimum 2 Page Paper Demonstrates an <u>adequate</u> knowledge in all written components 2 Points	Meets all criteria in pocket and demonstrates an <u>adequate</u> knowledge of career for a minimum of 5 minutes 2 Points	9-13 Points
Below Basic	Missed Three (3) or more Deadlines 0 Points	Minimum 10 Interview Questions Minimum 2 Page Paper Demonstrates an <u>inadequate</u> knowledge in all written components 1 Point	Meets all criteria in pocket and demonstrates an <u>inadequate</u> knowledge of career for a minimum of 1 minute 1 Point	2-8 Points

Students not meeting minimum requirements will fail the project.

Tentatively scheduled November 20, 2010

Seal Rubric for Senior Project Certificate

Seal Levels	Deadlines Met	Quality of Presentation	Total Score
Basic	Minimum 10 Interview Questions Minimum 2 Page Paper 2 Points	Meets all criteria in packet and demonstrates an <u>adequate</u> knowledge of career for a minimum of 5 minutes 2 Points	4 Points
Below Basic	Minimum 10 Interview Questions Minimum 2 Page Paper 2 Points	Meets all criteria in packet and demonstrates an <u>inadequate</u> knowledge of career for a minimum of 5 minutes 1 Points	3 Points

Students not meeting minimum requirements will fail the project

*Everyone presenting the day after commencement
and passing the project will receive a
Below Basic Seal*

PROJECT REVIEW COMMITTEE RUBRIC

Student Name: _____ Advisor: _____

Points Awarded	Points
Points awarded based on Rubric for seal on certificate	
	Check
Seal affixed to certificate	
Advanced.....	
Proficient.....	
Basic.....	
Below Basic.....	

Check Appropriate
Box

Pass	
Student met all criteria and successfully passed the senior project.....	
Failure	
Student has not met the criteria for the senior project.....	
Reason for failure:	

**Signatures of Project Review Committee Members
MAJORITY, INCLUDING ADVISOR, REQUIRED TO PASS**
