

SHENANGO HIGH SCHOOL



SENIOR PROJECT

CLASS OF 2024

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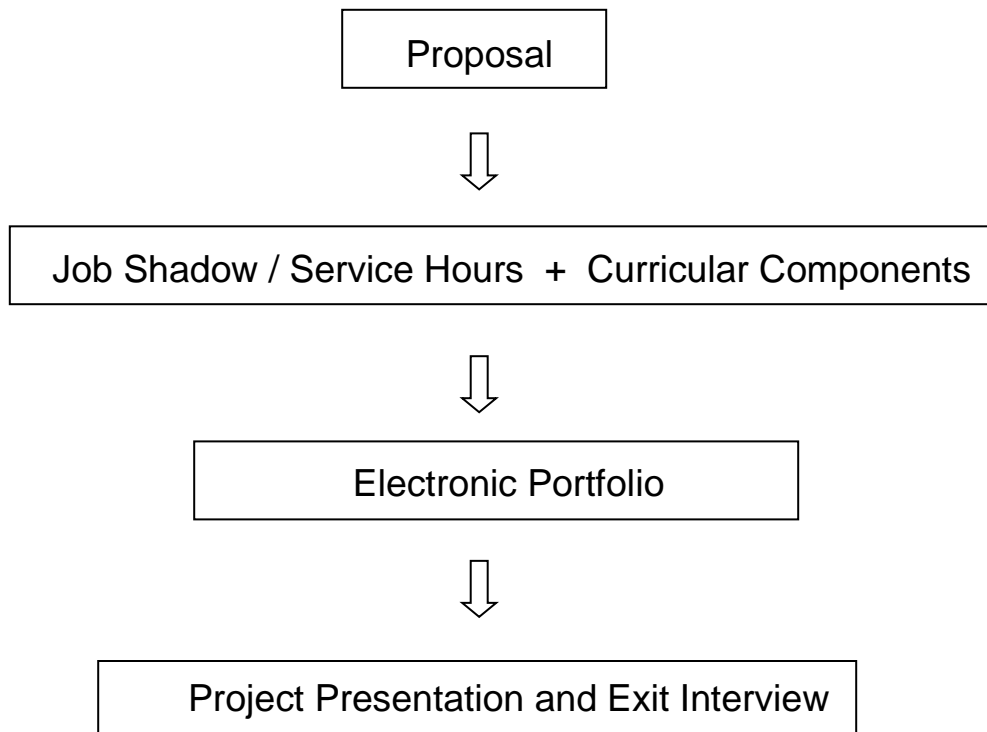
PROJECT OVERVIEW

In compliance with Chapter 4 requirements:

“Each school district 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 assessments aligned with the academic standards.”

In accordance with the graduation requirements of the Shenango Area School District and the Commonwealth of Pennsylvania, all students will have an opportunity to pursue an area of interest and apply the skills that they have learned throughout their K-12 years of schooling. The senior project allows students to showcase their talents, abilities, and interests in a manner most fitting to their own learning styles and areas of strength.

The Shenango High School Senior Project ensures that upon graduation, each student will gain a better understanding of their civic responsibility to their community and to their local government, will have an opportunity to exercise their strengths and abilities in a unique way, and will deliver this information through a formal presentation.



PROJECT REQUIREMENTS

Students are required to submit a proposal of their senior project intentions during their junior year. The senior project encompasses the following components:

I. Curricular Components

- A. Students will complete a **Proposal Letter** in English 11 / Honors English 11 courses. This letter should bear both the signatures of the student and a parent / guardian.
- B. Students will complete a **Resume** in their senior English courses.
- C. Students will complete **Career Exploration Activities** in the *SmartFutures* system in senior high courses, grades 9-11, and include printouts from the Activity Journal as a summary of results.

II. A Minimum of **3** Job Shadowing experiences of at least **3 hours each**

- A. Students must keep a **Job Shadowing Log** of approved job shadowing hours, and it must be signed by an adult supervisor (who is not an immediate family member).
- B. Job Shadowing should be completed outside of the regular school day to the largest extent possible. Students are strongly encouraged to complete hours during the summer months prior to the start of the school year.
- C. Job shadowing hours should be completed in a career field that is of future interest to the student. A minimum of three different experiences is required. (ex. different locations, different jobs, different individuals.) Each job shadow experience must be at least 3 hours in duration, and that time may include documentation and completion of Career Pathway Profile if necessary.
- D. Students must complete (type) a **Career Pathway Profile** for each shadowing experience.
- E. Students must include a copy of **Thank-You Letters** to any Job Shadow sites or Personal Interviews as evidence of completed experience for advisors. Thank-You Letters should be sent to the recipient (either via mail or electronically) within 2 weeks of the experience.

III. A Minimum of **20** hours of Community Service / Service Learning

- A. Service hours / projects should be detailed in letter and approved
- B. Students must keep a **Community Service Log** of approved community service hours, and the log must be signed by an adult supervisor (who is not an immediate family member).
- C. Students are not to receive any type of compensation for their volunteer work and should not receive service hours during the regular school day without prior administrative approval.
- D. The hours can be in the form of service at an existing agency or through the development of student's own approved project. (Examples of traditional and non-traditional opportunities are listed on page 10.)
- E. A written description and **Reflection** of the community service activities performed should be included in the portfolio. See reflection guidelines and suggestions on pages 21 and 22.

IV. Electronic Portfolio and Exit Interview

A. All completed forms must be organized in an electronic **Portfolio**.

Portfolio components include but are not limited to:

- Proposal Letter
- Resume
- Career Exploration Results
- Log of Community Service Hours
- Community Service Reflection
- Log of Job Shadowing Hours
- Career Pathway Profiles
- Thank-You Letters

Additional portfolio components may also include photos, certificates, and other artifacts related to senior projects, beyond the aforementioned required documentation.

Specific Guidelines for the Electronic Portfolio and a Final Advisor Checklist will be provided during the second semester of students' senior year in preparation for portfolio submission.

B. **Project Presentations** and **Exit Interviews** will be held in the spring of the senior year. The presentation and interview will last approximately 15 - 20 minutes. The interview committee will be comprised of Shenango faculty and staff members and may include members of the community. Each student must be prepared to give a presentation of his or her senior project and respond to interview questions. Students will create a short **Visual Presentation** (Google Slides) to utilize for the interview. Specific Guidelines will be provided in preparation for presentation and interview.

SENIOR PROJECT TIMELINE

CLASS OF 2024

March 6, 2023	Junior English Class Presentation to introduce project
May 1, 2023	Deadline to submit Proposals for initial approval
October 27, 2023	Progress Evaluation 1 Due <ul style="list-style-type: none">✓ Completion of 1 Job Shadow Experience (including Career Pathway Profile and Thank-You Letter)✓ Approved Proposal Letter (with signatures) on file
January 19, 2024	Progress Evaluation 2 Due <ul style="list-style-type: none">✓ Completion of 2 (Total) Job Shadow Experiences (including Career Pathway Profiles and Thank-You Letters)✓ Completed Resume on file
March 8, 2024	Early turn-in date (additional points awarded)
March 22, 2024	Deadline to submit Portfolio
March 27, 2024	Project Presentations / Exit Interviews (tentative date)

- *Dates are subject to change due to any adjustments in the school calendar, but students and advisors will be notified promptly.*
- *Valid dates for approved community service and/or job shadowing hours are **December 1, 2022 – March 22, 2024***

Each student will be assigned to a faculty advisor who will monitor the student's progress throughout the school year and during the completion of the portfolio and exit interview. Seniors will meet with their project advisors on a routine basis throughout the school year.

***Students must provide documentation of any hours completed to advisors in order to receive credit for the Progress Evaluations.**

WRITING YOUR PROPOSAL

The senior project proposal letter is a formal letter written to your project mentor/advisor. This letter clearly states the plan for your project. It relates your interest in the topic and states what you will be doing to meet the requirements. This letter will be drafted and completed during your junior year. Once the proposal is submitted it will be approved by building administration unless revisions are required (in which case it will be returned to you with feedback).

A sample Proposal Letter can be found on the next page.

Students are responsible for completing hours as outlined in the approved proposal letter. Proposal letters must be signed by both the student and a parent / guardian. Should you need to make a change to your proposal, a letter revision or paragraph of explanation may need to be submitted to your advisor and the Guidance Office for approval.

WRITING YOUR RESUME

A resume is a valuable document to use for job applications, applications for post-secondary studies, and scholarship applications. It is a central place to organize your experiences and accomplishments. You will begin to outline your resume in your English class. As you complete components of your graduation project (i.e. community service and job shadowing), you can add them to your resume. You can also update your resume throughout your senior year to include any new activities, honors, and/or employment. The final document can take on the format of your choice, but should include: contact information, an objective, educational information, any work experience or job shadowing, and community service and/or activities. A sample resume can be found on **Page 9**, and additional samples will be available in the Guidance Office.

SAMPLE PROPOSAL LETTER

Senior Project Committee
Shenango High School
2550 Ellwood Road
New Castle, PA 16101

March 8, 2023

Dear Senior Project Committee:

I am fascinated by the careers in the health science cluster and have a great deal respect for people who can dedicate their lives to caring for other people. I believe that a profession in health care is right for me. For this reason, I hope to focus my senior project on several medical professions to help narrow and guide my career interests before entering college. I would love to work with school-aged children and help them and their families deal with medical issues, self-esteem, and healthy lifestyles. Working in a hospital setting sounds both challenging and exciting. My interest in this field was largely influenced by personally dealing with many health care professionals during surgeries I had when I was in elementary school. A doctor and a physical therapist not only helped me heal from my surgeries but also helped my family and me deal with my illness. I have also participated in career exploration and learned that my Holland Code is ISR (Investigative, Social, and Realistic), which means that I enjoy solving problems, working with people, and completing hands-on activities. Through guided career activities, I have also learned that some of my strengths include relating, caring, and dependability. Through my senior project, I hope to solidify my aspirations of pursuing one of many careers in health care.

In planning for job shadowing, I hope to contact someone in a hospital setting who might allow me to shadow an x-ray or ultrasound technician and also a pediatric nurse. I would also like to observe these jobs in an office setting. My goal is to follow professionals through the course of their workday and also ask questions about their educational training and level of enjoyment working in their fields. If I am unable to shadow these occupations in person, I would like to participate in video interviews or view "a day in the life" of these professionals.

With regard to community service, I am currently seeking a volunteer position with a local summer camp for students. If approved, I hope to first contact someone at the Highmark Healthy High Five program to seek involvement with a Summer Grief and Bereavement Camp that they offer in our region each year. I would also like to contact someone from the American Cancer Society to find out about participating in this year's Relay for Life.

Sincerely,

(sign your name)

Type your name

***Also include signature of parent/guardian following your own signature.*

SAMPLE RESUME

SAM STUDENT

123 Elm Drive
New Castle, PA 16101
(724) 555-1234
samstudent@gmail.com

OBJECTIVE

To pursue further education in the field of psychology or veterinary science

EDUCATION

Shenango Junior/Senior High School
Active member of National Honor Society and Drama Club
GPA: 3.45

New Castle, Pennsylvania
Anticipated grad: June 2024

WORK EXPERIENCE

Busy Beaver
Sales Associate

New Castle, Pennsylvania
July 2022 - present

- Provided customer service, organized, and monitored shelves and displays
- Selected as "Employee of the Month" in December 2022

XYZ Veterinary
Job Shadowing (Veterinarian and Vet Techs)

Boardman, Ohio
August 2022

- Completed ten hours of shadowing with a veterinarian and vet techs
- Observed and assisted with appointments of small animals

SERVICE / VOLUNTEER EXPERIENCE

Community Food Bank: St. Vitus Church
Volunteer

New Castle, Pennsylvania
September - October 2022

- Supported volunteer efforts by sorting food items for distribution at local food bank

Summer Camp: Hoyt Institute
Volunteer Camp Counselor

New Castle, Pennsylvania
August 2022

- Instructed and coordinated arts, crafts, sports, games, camping, and hobby workshops for groups of children, ages 8-10
- Monitored groups of children on field trips to the zoo and water parks

HONORS / AWARDS

- Selected as "Student of the Month"
- Earned Honor Roll for 4 years

COMMUNITY SERVICE SUGGESTIONS

Vacation Bible Schools	School-Sponsored Activities (ex. 5K)
City Rescue Mission	Boy/Girl Scouts
Nursing Homes/Assisted Living Centers	Technology Assistance Projects
ARISE (formerly Crisis Shelter)	PA Game Commission
Sunday School (assistants)	Blood Drives
Volunteer Coaching / Mentoring	Tutoring
New Castle Public Library	Mission Trips
Relay for Life	United Way Activities
Recycling Center	Food Banks (church, community)
Lawrence County Fair	Booster Organizations(concessions)
Fire Department (Volunteer)	Summer Camps for Children
Shenango Community Park	American Cancer Society
Athletic Association (coach/umpire)	Cray Mentoring Program
Moraine State Park	Animal Shelter/Hospital/Humane Society
Habitat for Humanity	Collection of Items for Agency/Org.

*****Additional opportunities will be announced and posted through the Guidance Office and English classes throughout the year.***



COMMUNITY SERVICE LOG



SHENANGO HIGH SCHOOL
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Location / Activities	Date	Supervisor's Name (Please Print)	Supervisor's Signature	Phone #	Hours

Student Name: _____

Total Hours: _____



JOB SHADOWING LOG



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Location / Activities / Web Page	Date	Supervisor's Name (Please Print)	Supervisor's Signature	Phone #	Hours

Student Name: _____

Total Hours: _____

CAREER PATHWAY PROFILE

NAME: _____ CAREER PATHWAY: _____

Based on Senior Project **Job Shadowing** requirements and other career related exploration, please complete this following Career Pathway Profile for inclusion in your Senior Project Portfolio and Exit Presentation/Interview. Please respond to each prompt thoughtfully and completely, utilizing this form.

Describe your job shadowing experience, including the career field, company information, location, and the professional's name and position:

What types of professional and work activities did you observe or discuss during the experience?

What qualities of this career field are attractive to you as you consider this profession?

What qualities of this career field are undesirable to you as you consider this profession?

What are some things that you learned or experiences you gained by completing this experience?

What type of education/training is required for this career field? Where could you obtain this education/training? How long does it take to complete?

Identify the pay, benefits, and relevant working conditions for this career field. It is important to note the difference between beginning, median and the advanced/experienced pay. Is there job stability and security?

Overall, did the job shadowing experience increase or decrease your likelihood of pursuing this career path? Please explain why.

*This form must be completed electronically as a GoogleDoc.
The template is provided in your Senior Project: Class of 2024 GoogleClassroom.*

THANK-YOU LETTER SAMPLE/TEMPLATE

Thank-you letters are an important business courtesy. It is important to thank your site supervisor for the time and effort he/she has given to assist you along your career pathway. The following is a template for a thank-you letter to send following your shadowing experience. We encourage you to have your advisor or another adult review your letter before you send it to the supervisor. Thank-you letters should be sent within two weeks of your in-person or video interview experience. You may send these in the form on an email.

(Name and contact information for site supervisor)

Dr. Andrew McKissick
Veterinarian
Apple Grove Veterinary Clinic
1725 Harlansburg Road
New Castle, PA 16101

(Date)

March 8, 2023

Dear Dr. _____:

(Thank your supervisor for his or her time and helpfulness)

Thank you for allowing me to spend the afternoon with you and your veterinary technicians. I appreciate your help and answering my questions about the field.

(Tell him/her why this experience was important to you. Share some of the things that you learned)

This experience was extremely helpful to me as I begin applying to colleges. I learned that a veterinarian would need to take the same types of courses in college that a “human” doctor needs to take. I also learned that there are over 22 different specializations for veterinarians to study (small animal, large animal, laboratory, radiology.). I was surprised to find out the differences in training, salary, and responsibilities between veterinary technicians and veterinary assistants.

(Add anything else that you would like)

I learned a great deal from observing and talking with you and your staff. I hope that you will continue to participate as a job shadowing site so that other students can benefit from this experience like I did.

Sincerely,

(sign your name)

type your name

POST-SECONDARY VISITATION / JOB SHADOW FORM

**Please complete the top section of this form and submit form to the Guidance Office for initial approval.*

Parental permission is granted for _____ to visit the Institution/Company listed below under the following conditions:

- The parents / guardians will assume the responsibility for their student while he or she is away on the visitation and will absolve the Shenango Area School District of any liability incurred in connection with visitation.
- School release will NOT be granted for any student who is failing a subject
- The student will be responsible for making up any missed assignments / assessments / classwork, etc.
- The final decision for granting released time will be made by an appropriate school official

Name of Institution/Company visiting: _____

Date and Time of Visitation: _____

Parent/Guardian Signature

School Official Signature

Title

Verifying Institution / Company Official:

_____ visited our Institution / Company on _____.
(student) (Date and Time)

Name of Institution / Company

Signature of Official

Title

***Please Note: This form (both top and bottom sections completed) must be returned to the Guidance Office following the visit or job shadow experience for attendance purposes.*

PROGRESS EVALUATION 1

The purpose of this form is to provide a benchmark for student progress on the proposed Senior Project. This form should be included in the completed portfolio at the end of the year.

Students must provide documentation of any hours completed to advisors in order to receive credit.

Student Name: _____

Today's Date: _____

1. Has the student maintained the goal of achieving what was stated in the approved proposal letter?

Yes

No. If not, please explain any changes from the proposal and why:

2. To date, the student has completed _____ total hours towards the senior project.

***NOTE: If student has not completed **1 job shadow experience of at least 3 hours**) and submitted a signed proposal letter prior to this evaluation, a **1-point** deduction will be taken from each evaluator's final score sheet.*

3. Number of community service hours completed _____.

4. Number of job shadowing hours completed _____.

5. Number of job shadowing experiences _____.

6. Completed proposal letter with signatures _____.

7. Please note any specific challenges / concerns about project completion:

Signature of Advisor _____

PROGRESS EVALUATION 2

The purpose of this form is to provide a benchmark for student progress on the proposed Senior Project. This form should be included in the completed portfolio at the end of the year.

Students must provide documentation of any hours completed to advisors in order to receive credit.

Student Name: _____

Today's Date: _____

1. Has the student maintained the goal of achieving what was in stated in the approved proposal letter?

Yes

No. If not, please explain any changes from the proposal and why:

2. To date, the student has completed _____ total hours towards the senior project.

*****NOTE: If student has not completed a total of 2 job shadow experience of at least 3 hours each and submitted a completed resume prior to this evaluation, a 1-point deduction will be taken from each evaluator's final score sheet.***

3. Number of community service hours completed _____.

4. Number of job shadowing hours completed _____.

5. Number of job shadowing experiences _____.

6. Completed resume submitted _____.

7. Please note any specific challenges / concerns about project completion:

Signature of Advisor _____

FREQUENTLY ASKED QUESTIONS

Below are some of the frequently asked questions about the senior project as well as some restrictions.

How long will it take to complete my Senior Project?

The projects can take a significant amount of time. In addition to the Community Service and Job Shadowing hours, it will take time to make all of the necessary arrangements to set up those activities, gather artifacts and assemble a portfolio. The projects are intentionally proposed during the junior year to allow students to work on the projects over the summer prior to their senior year. It is highly recommended to take advantage of this time and not leave the Senior Project to complete later in the senior year.

What happens if something I propose does not happen? Can I change my project?

This happens from time to time, and students are permitted to change their projects for appropriate reasons. Simply failing to do the project will have implications for graduation. However, unforeseen reasons arise and should be directed to the student's project advisor. Project revisions should be submitted by the **end of quarter 1**. In appropriate situations, students should write a revised letter *or an addendum (paragraph of explanation)* in addition to their proposal letter justifying and explaining any changes before completing activities that were not approved in original proposal letter.

Can I count previous community service hours?

Only Job Shadowing, Community Service and project hours that happen *after* the project is presented to juniors and they receive approval count toward the Senior Project. Service to your community is always encouraged, but the project hours must occur between the initial presentation of the project during the junior year (**December 1, 2022**) and when the portfolio is due in the spring of the senior year (**March 22, 2024**).

Can I raise money for a charity as part of my project?

Yes, however there are some restrictions. It is commendable that many students wish to raise money for charities; however, students are not permitted to solicit funds DURING the school day. If a student collects any money, then he or she needs to complete a fundraising form under the supervision of their project advisor. Forms are available in the high school office that record what money was collected and how it was distributed. Students raising money must work very closely with a project advisor and have all activities and transactions approved through them.

Can I Job Shadow or do Community Service with my parents?

Community service and job shadowing cannot be completed with an immediate family member. In some cases, it can be completed at their place of employment, but the hours must be supervised by another individual. Special circumstances may be approved by the administration.

TIPS FOR STRUCTURING SENIOR PROJECT DOCUMENTS

Proposal Letter:

Your proposal letter should consist of three paragraphs.

- Introduction and an explanation of your interests and proposed career pathway
 - You may want to include:
*Your Holland Code—What is it? What does your Holland Code say about you?
Did you think that your Holland Code was a good “match” for the way you view yourself?
Are you interested in any **careers** (careers, career clusters or pathways) that were suggested matches from any of the activities that you completed in SmartFutures?
What experiences have you had that have influenced your selection?
Has a specific person influenced your selection?*
- Description of proposed job shadowing experiences
 - Remember that you need to have three **different** job shadowing experiences (Ex. three different sites, three different jobs, three different individuals...)
Be as specific as possible, including names and locations
- Description of proposed community service experiences
 - A listing of common community service opportunities included in the packet.
 - What is the potential benefit to/impact on the organization you will be serving?
What is the potential benefit to/impact on you in offering service?
 - Be as specific as possible.

Resume:

- Pay careful attention to spelling, punctuation, grammar, and style.
 - Proofread your resume carefully—Have several other people proofread your resume too.
- Keep descriptions clear and to the point.
 - Use action words and try to stay under 12 words.
 - This is one time that it is appropriate to use phrases, not full sentences!
- Use a simple and easy-to-read font like Times New Roman or Arial.
- Be specific and give examples
- Organize your information in a logical fashion.
 - Include your Heading (contact information), Objective, Education, Work Experience (including job shadowing), Service/Volunteer Experience, and Honors/Awards
 - We suggest reverse chronological order (most recent experience first)

Community Service Reflection:

Introduction:

- Your introduction does not need to be extremely long or long-winded. It should address the types of community service that you have completed. It should also examine your overall reflection for the community service as a whole before you discuss each individual activity or service project that you completed.
- For that early introduction, you could consider the following questions:
 - *Why is community service important? Why is it important to give back at a young age?*
 - *How does community service help the person completing it as well as the community?*
- Unlike previous essays and papers, you will not have a thesis statement that issues an argument. Instead, you could end your introduction with a final statement addressing the community service that you completed if it has not previously been said.
 - *Ex: In my Senior Project, I assisted with Winter Craft Show, entertained elderly residents at local nursing homes, and participated in the organization of the SCEF 5k.*

Body:

- You will detail each individual project that you completed.
- You must state what you completed, why you chose that activity or organization, and reflect on what you learned and gained through this experience. Please be sure to reflect. Students in the past have lost points for simply reporting the basic information.
- Think about if you would continue to serve your community either here in the Shenango area or wherever you move to. Would you still participate in Relay for Life someday? Would you still assist the food banks?

Conclusion:

- Your conclusion, like the introduction, does not need to be overly long. It should leave a final thought for your committee about your experiences and the significance of community service.

Career Pathway Profiles and Thank-You Letters:

- You have the questions and the templates for these documents, so organize based on what has been given to you. Be precise and detailed with your answers for the Career Pathway Profiles.
- Type everything for your Career Pathway Profiles and answer the questions fully.
- In your thank-you notes, approach it in similar ways that you did for the proposal letter and cover letters completed in class. You are simply taking the time to appreciate the time others gave you. It is small details like this appreciation that can help you stand out from others.
- If you do print out and send the letters, be sure to sign the letters as well. Letters may be sent as email as appropriate.
- Double check all of your documents for spelling and grammar errors.

AVOID THE FOLLOWING POISONS OF STRONG, INTRIGUING WRITING:

- Contractions
- “This” and “that” without a noun to follow
- Unclear references and/or disorganized content
- Redundant, repetitive claims
- Spelling and grammar errors