General Information

➔ To be eligible, a student must: have a 70 average in each class for both the Winter and Spring terms; have satisfactory or better effort grades; have completed all coursework up to the start of Senior Project; be in good academic and social standings; have met all graduation requirements; have turned in all necessary materials; and have paid all Proctor fees and fines.

➔ For those who elect the program, Senior Project becomes an additional graduation requirement. Should a student be in danger of failing Senior Project, the Mentor and/or Advisor will contact the Senior Project Coordinators as soon as possible. Student may be required to return to full time classes if they are not able to complete their project or are performing unsatisfactorily.

➔ Students who fail Senior Project will not graduate. They may walk in the graduation ceremony, receive an empty diploma, and then complete required work the following week, as determined by the Mentor, Advisor, Senior Project Coordinators and Dean of Academics. Upon completion of their project, they will be sent a diploma from Proctor.

➔ No student is eligible to participate in Senior Project if they have received a major violation, a minor violation, and/or social probation during the Winter or Spring terms. Having a points major or minor violation may prohibit a student from participating.

➔ Senior Project will take place during the last three weeks of the Spring term. Students are allowed to return to campus on the 26th of May and will be presenting at Express Fest the following day.

➔ Your project must fit into one of the following categories: professional development, community service, or creative/artistic.

➔ All final academic grades for the Spring Term will be determined before the student leaves on their project; grades for seniors on Senior Project close on the last Friday before Senior Project begins. The sign out sheet is due Thursday, April 30th at 5 pm. This form includes the signatures of all the applicant’s classroom teachers, coaches, and the dorm parents indicating the student’s classwork is completed, he/she is passing all coursework, and the student’s coaches have reached agreement on extracurricular responsibilities.

➔ A student on a full Senior Project will devote 80 hours over their project. Mealtimes are not included in the total hours nor is travel time. Students must make up any hours/days
missed because of illness, family obligations, etc. Furthermore, the project must extend over the entire time allotted for Senior Project. Abbreviated projects are available for students on a varsity team, in the spring musical, or completing an AP class. Students on an abbreviated project will devote a minimum of 60 hours over their projects in addition to their other school commitments.

- Every student will have their Advisor, as well as a project Mentor to work with during senior project. No relative may be in a direct line of responsibility for the student. The Mentor may not be a relative. If this could be a potential conflict for you, please come to speak with us.

- Students who work in groups on a project must prepare and submit individual proposals, journals, self-evaluations, mentor’s evaluations, and time sheets. Students who collaborate should work with the same project Mentor.

- The student, along with his/her parent or guardian and the Advisor, must sign the Senior Project Proposal form by January 7th deadline.

- The full proposal is due at the January deadline, **IT MUST BE TYPED**. Students should keep a copy of the proposal; remember that the goals stated in the proposal become the basis for the end of the project evaluation. Submit proposal to the Senior Project Coordinators in person or electronically at seniorproject@proctoracademy.org

- The Senior Project Committee, comprised of faculty and staff members, the Senior Project Coordinators, and the student’s Advisor, must approve the proposal before the student can go on Project. The committee may suggest revisions; also, if the proposal is deemed unsatisfactory, the Senior Project may be denied.

**During Senior Project**

- A student may not be paid for his/her work on Senior Project.

- The student is required to check in with his/her Advisor at least once a week during the course of the project.

- The student is required to maintain a BLOG, comprised of daily entries and three weekly reflections. Please refer BLOG guidelines for more information.

- A timesheet is required at the end of the project and must be signed by your mentor.

- Any student on an on-campus project MUST fill out a weekend card to depart campus.

- Any student on-campus that will have a car for their project MUST talk to Patti Durkin prior to senior project starting.

- A typed self-evaluation, with the project Mentor’s evaluation, must be completed on the last day of the project. The evaluations are required and must be in the hands of the Senior Project Coordinators by completion of Express Fest. Please refer to Self Evaluation guidelines for more information.
After completing the project, the student will be evaluated by two committee members and their advisor. This will take place during Express Fest and its purpose is to highlight aspects of his/her project experience, answer questions, and discuss the overall outcome of the project. The committee and advisor will evaluate the student’s project to determine whether it passes or fails. If there is no consensus from the committee, the Senior Project Coordinators will issue the decision.

An exhibition of the projects, required of all participants will be held at the end of Senior Project on Wednesday afternoon of the final week of school.

Students discovered to have falsified information on any of their project materials or to their evaluation committee will fail the project.

Senior Project Contract: I have received and reviewed the senior project guidelines and I agree to follow all the rules and requirements.

Name:

Signature:

Updated: October 29th, 2019