Senior Project Proposal  -  Due: January 7th, 2020

Circle:  Abbreviated (60 hours)  Full (80 hours)

Circle One:  Professional Development  Community Service Based  Artistic/Creative

________________________________________________________________

Student Name (please print clearly)

________________________________________________________________

Parent Name (please print clearly)

________________________________________________________________

Project Name (please print clearly)

Please provide a brief description of your proposed idea.

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

________________________________________________________________

Advisor Name (please print clearly)

________________________________________________________________

Mentor Name (please print clearly)

________________________________________________________________

Committee Member #1 Name (please print clearly)

________________________________________________________________

Committee Member #2 Name (please print clearly)
Instructions: Submit your proposal in person on January 7, or on or before the deadline, it MUST BE TYPED. If you are off-campus, you can email the application to seniorproject@proctoracademy.org. Also, email or hand your Advisor and Mentor a copy. Keep a third copy of this proposal for your records.

Student Information:
If you will be working with another student, give name of student:
________________________________________________________________

If your project is on campus, list what space you plan on using. Note: ALL on campus spaces require that you get permission from the site supervisor before you list it as your workspace below.

Site/Location: _______________________________________________________

Site Supervisor Signature: _____________________________________________

Where and with whom will you be staying during your Senior Project?

On Campus: List Dorm & Room ________________

If you will be staying off campus, please answer the following questions:

Name: _____________________________________________________________

Address: ____________________________________________________________________

Phone#: ___________________________________________________________________

Senior Project Mentor Information:

Mentor's Name: _______________________________________________________

Title/Position of Mentor: ______________________________________________

Mentor Email Address: _________________________________________________

Mentor Phone Number: _________________________________________________

Have you ever worked with this person or company before? Circle: yes no

Will a relative be in a direct line of responsibility for your work? Circle: yes no

Is any relative employed at this Project site? Circle: yes no

If yes, describe his/her position and responsibilities.
**All Students MUST submit the following:**

**Personal Reflection:**

Write a 500 word essay, attached to this proposal, about *why* you have chosen this project. Please include background information about your interest in this project, your reasons for pursuing it, and what you hope to achieve during your proposed project.

**Goals and Activities:**

Goals and activities should be typed and attached to this proposal. You are required to have three separate and complete goals, with three activities listed for each goal. You should also have looked at your goals with **your Advisor** and had them approved by **your Project Mentor**. Schedule separate time with each to create solid goals and activities.

**Goals** are defined as the general outcomes of the Project. These three goals should be realistic and specific.

**Activities** are the specific actions taken to meet each goal. The activities grow out of the goals. Use complete sentences to explain the activities. Activities should be measurable. Three activities should be listed for each goal.

**Project Schedule:**

You are required to type and attached to this proposal a schedule outlining your daily activities, for each day you will be participating in Senior Project. This should include: time, location, specific activities, total hours. If you are doing a full project, your schedule must add up to 100 hours. If you are doing an abbreviated your schedule must add up to 50 hours. If, for any reason, a student’s project location changes from the plans listed in your schedule, s/he must contact their Advisor and email **seniorproject@proctoracademy.org**.
Abbreviated Senior Projects ONLY:

Abbreviated Projects are available for students participating in Varsity athletics, enrolled in Advanced Placement classes and/or completing a required course, or part of Performing Arts/Music classes.

If going on an Abbreviated Project circle all of the following that apply:

- Varsity Sport
- Performing Arts
- Staying In AP Class/es

Of the answers circled above, please list which class/es, sport, or activity you will be participating in during Senior Project:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
Parent Waiver and Permission to Participate and Release—PLEASE READ CAREFULLY!

Your son or daughter has chosen to participate in Proctor’s Senior Project program. Senior Project provides an opportunity for students to plan and engage in independent activities. Given the independent nature of the projects, Proctor faculty and professional staff cannot monitor and supervise on-going project activities, many of which may take place off campus or outside normal school hours. Consequently, it is important for parents to be aware of and to monitor the activities in which their students are engaged as part of their project, and to set appropriate limits on such activities in order to protect the health and safety of their child, as well as any others affected by their actions.

If students engage in activities off campus, they must provide their own transportation. Liability and insurance coverage is the responsibility of the driver and/or owner of the vehicle.

Once a student is contracted to participate in a Senior Project, their performance on the Project will be evaluated (Pass/Fail), and their success in passing the project becomes a graduation requirement. Failure on their Senior Project will result in a further requirement, which they must fulfill post-graduation, in order for the student to receive a Proctor diploma.

My son/daughter,

_________________________________________________________________
(name)

may participate in the Senior Project program. I have reviewed the project proposal and have discussed with him/her the likely risks and responsibilities associated with the project. I understand that part or all of the project may be carried out off campus and/or outside normal school hours and that Proctor is not responsible for monitoring or supervising these activities. I also understand that transporting my son/daughter to project activities will be solely my responsibility. I fully release and discharge Proctor Academy, including its Board of Trustees and employees, from any and all claims for injuries, including death, damages, or losses that I or my son/daughter may have or which may accrue as a result of his/her participation in, or transportation to or from, program activities while on Senior Project.

I further agree to indemnify, hold harmless, and defend Proctor Academy, including the Board of Trustees and employees, from any and all claims resulting from injuries, including death, damages, and losses, sustained by me, my son/daughter, or any third parties and arising out of, connected with, or in any way associated with participation in or transportation to or from program activities. In addition, I understand that my son/daughter must fulfill all requirements of their Senior Project to a satisfactory degree, as determined by the Senior Project Committee, in order to graduate from Proctor Academy.

____________________________________________________________
Parent Signature                        Date

____________________________________________________________
Parent Name (print)                        Telephone
Parents:

I have read the rationale, guidelines, and the Project Proposal and have discussed his/her project with my son/daughter. I understand that Proctor cannot directly supervise my child and that Proctor Academy is not liable for any injuries sustained as a result of this Project. I approve of my son’s/daughter’s participation in this Project and I have signed the parent waiver.

In order for your child to participate in Senior Project, the following form must be completed and returned to the Senior Project Coordinator via email at seniorproject@proctoracademy.org).

________________________________________________________________________
Parent Signature             Date
________________________________________________________________________
Parent email
________________________________________________________________________
Parent Phone
**Senior Project Contract and Student Signature:**

As a senior, I have the opportunity to propose a Senior Project for the last three weeks of the spring trimester. The program allows me to design an educational experience beyond the classroom walls. Going on Senior Project is a privilege that is reserved for students who have consistently demonstrated in their senior year responsible social and academic behavior.

**The student agrees to follow the Project Guidelines:**

- I will attend to all the requirements designed to prepare me for going on project.
- I will comply with all school rules and policies that provide for mature and responsible behavior, including appropriate classroom demeanor. I understand that if I receive any discipline violation in my Winter and Spring term, I will not be permitted to participate on Senior Project.
- I will attend all classes and maintain passing grades until senior project begins.
- I will not schedule any college visits or family trips on weekdays during Senior Project.
- to speak with the Advisor once a week while on the project.
- s/he must have completed all graduation requirements before going on project.
- to acquire a signature from their coaches indicating he/she has notified them of their intention to be on Senior Project. Varsity athletes are strongly encouraged, but not required, to stay in their sport if they are on Full Project.
- to complete all the requirements of Senior Project as a requirement for graduation.
- s/he will not be paid for work on the project.
- s/he may not work or volunteer in a position in which a relative is in a direct line of responsibility, or in an area or department in which a relative works.
- s/he may not work or volunteer in the same capacity or with the same supervisor in a place of business where s/he has previously been employed or has volunteered.
- that Proctor is not liable for any injuries that s/he may sustain as a result of this project.

**Project Requirements Due May 27th at Express Fest:**

1. Timesheets signed by the Project Mentor
2. BLOG of daily activities and weekly reflections should be completed.
3. Typed final self-evaluation
4. Project Mentor’s evaluation
5. The Senior Project Committee and your Advisor will review your Project experience as part of the Senior Project exhibition/presentation. You will be providing the committee with the following information: to what extent you realize your goals and activities; what challenges you encountered while on Project; what you have learned about yourself; what you learned about others and the world outside of Proctor. They will be filling out your evaluation sheet and assigning a pass/fail grade.
Senior Project Express Fest Display Guidelines:

Students are responsible for creating their own display for the Senior Project. Students are required to be at the exhibition. While on project, students should consider collecting some of the following artifacts to bring their display to life:

- Photographs*
- Music
- Samples of work (dresses, cars, boats, artwork)
- Brochures
- Video clips
- Meaningful journal entries

*Students working with children under the age of 18 should notify parents regarding the display of photography at the Senior Project Exhibit.

By signing below, I agree to the above guidelines and requirements.

_____________________________________________________________
Student Signature

_____________________________________________________________
Date
**Advisor Approval:**

I have read the goals and activities in this proposal and I find them to be realistic and measurable. I will contact the Project Mentor before this student begins his/her project; I will stay in touch with the student during the project; and I will be willing to give assistance and encouragement to this student as needed throughout the project. I will also be checking the nightly BLOGs and reading the weekly reflections.

Advisor Signature

Date

**Project Committee Members:**

I accept the role of Senior Project Committee Member. I understand that I will attend their booth at the Senior Project Exhibition on May 24th and be evaluating their project and determining a pass/fail grade.

Committee Member 1 Signature

Date

Committee Member 2 Signature

Date
**Project Mentor:**

I have seen the rationale and guidelines for the Senior Project at Proctor Academy and has given me a copy of “The Role of the Project Mentor.” S/he has discussed with me the goals and activities of his/her Senior Project. We have discussed both the objectives and our mutual expectations. I have read his/her Project Proposal and I have approved it. I will fulfill my obligations as outlined in “The Role of the Project Mentor.” Furthermore, I agree not to remunerate this student in any way, now or in the future, for services rendered during project time.

_________________________________________________________________________
Mentor Signature                                      Date

_________________________________________________________________________
Mentor Email

_________________________________________________________________________
Mentor Phone Number

Updated: July 12th, 2019