

**Henderson Bay High School
2016-2017 Culminating Project Contract**

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Henderson Bay High School 2016-2017 Culminating Project Contract

Student _____ Core Teacher _____

Credits to date _____ Date _____

Culminating Project Goals

- Encourage students to think analytically, logically and creatively and to integrate experience and knowledge to solve problems.
- Give students a chance to explore a topic in which they have a great interest.
- Offer students an opportunity to apply their learning to life outside of school.
- Help students complete graduation requirements.

Overview

The culminating project at Henderson Bay is a 40 hour (.5 credit) project contract that is done outside of school. Students find a mentor and complete the project while logging the hours that they spend on the project. Each student will demonstrate essential skills through reading, writing, speaking, production and/or performance. Students will be required to do the following: 1) work with a mentor to complete a **project**, 2) write a research **paper**, 3) create a **portfolio** of work, and 4) make a **presentation** to a community and staff panel. The hours logged include only those on the project outside of school. They do not include the time spent on the paper, portfolio, or presentation.

Learning Areas

Students may choose one of three learning areas for their culminating project or a combination of options within the three areas.

- Community Service
- Career Exploration
- Specific New Learning

Credits Needed to Begin

Students must have completed 16 credits to begin the culminating project. If you would like to do a Culminating Project with 15 to 16 credits, you must submit a written petition and explanation of your situation to the Culminating Project committee. The written petition must be completed and turned in before starting your project.

Henderson Bay High School
2016-2017 Culminating Project Contract
Credit Requirements

CULMINATING PROJECT FOR .5 CREDIT--

1. Mentored Project (40 Hours minimum)
2. Paper (Two to five pages in length, 1.5 spacing)
3. Portfolio (of associated artifacts)
4. Presentation (5 to 15 minutes)

Credit for Project

_____ .5 credit

Please Note:

*Before you can begin your project, you must present a word processed **Project Proposal** and the **Signature Form** with the appropriate signatures to the Culminating Project Committee. After approval by the committee, you can begin your project.

*Transportation for the project will be the responsibility of students and parents.

*The primary Presentation Day is at the end of the school year, in May or June. However, if there are students who have finished their project during the summer or in the fall and want to present at the end of the first semester, a February Presentation Day can be scheduled.

Important Dates

	1 st Semester Presentation	2 nd Semester Presentation
Project Completed/Portfolio Due	Friday, January 27, 2017	Friday, May 10, 2017
Practice Presentation	Wednesday, February 1, 2017	Wednesday, May 17, 2017
Final Presentation	Wednesday, February 8, 2017	Wednesday, May 31, 2017

**Henderson Bay High School
2016-2017 Culminating Project Contract
Project Proposal**

Your Project Proposal is a word processed document in the format listed below. Share as much information as you can at this time (beginning of the project) but keep it to one page. Use the business format modeled below with single spacing and **highlighted titles**.

(Your Title for the Project)
Culminating Project Proposal
Henderson Bay High School
(Your Name)
(Date You Proposed Project)

Goals and Rationale

In this section, **identify** the topic you have chosen for your culminating project, **explain why** you selected this topic, **what you expect to learn** from the experience, and **how it will be a personal stretch** for you. If the selected topic will benefit the community in some way, please indicate how you think that will happen.

Project Details

In this section, identify (1) the learning area of your project, (2) what you foresee doing during the project (the details), and (3) the essential question or questions about the topic you hope to be able to answer.

Mentor

Please identify your mentor, tell something about him or her, and explain how his or her expertise will assist you and your project. Include address, phone number, email, and place of business (if appropriate).

Credit for Project

Indicate that you plan to complete at least 40 hours for .5 credit.

2016-2017 Culminating Project Contract Acknowledgement Form

Student Name _____

E-mail _____ Phone # _____

Project Title _____

STUDENT Signature

I have read the Culminating Project Guide and understand the specific requirements. Moreover, I understand that I must successfully complete all the components of the Culminating Project in order to adequately fulfill the graduation requirements of HBHS. In addition, I am committed to working to the best of my ability to successfully finish the project detailed in my Culminating Project proposal.

Student Signature _____ Date _____

MENTOR Signature

Mentor Information

Mentor Name _____

Address _____

Phone # _____

E-mail _____

I have met the above student and I am willing to serve as a mentor for the project. I believe that I can provide guidance and help him/her successfully complete the requirements of the Henderson Bay High School Culminating Project. I am fully aware of the responsibilities and pleased to be a part of this important activity. I agree to set aside time to meet with the student as needed and complete two evaluations.

Mentor Signature _____ Date _____

PARENT OR GUARDIAN Signature

I understand the requirements of the Culminating Project and what my student will be undertaking this school year. Furthermore, I acknowledge _____, the above named person as a mentor for this project, comprehend the nature of my student's individual project, and will fully support him/her in the endeavor.

Parent's Printed Name _____

Parent Signature _____ Date _____

Cell Phone # _____ Home Phone # _____

E-mail _____

CORE TEACHER Signature

Core Teacher Signature _____ Date _____

**Henderson Bay High School
2016-2017 Culminating Project Contract**

Mentor Information

*You are responsible for finding a mentor for your culmination project. This person should be someone who is an expert in the field you have chosen and with whom you feel comfortable communicating.

*The person cannot be a relative who lives with you or a staff member at HBHS.

*If you have an idea for a project but do not know anyone who could be a mentor, please talk to any of the members of the culminating project committee for ideas.

You are responsible for the following with regard to your mentor.

1. Deliver the Henderson Bay letter about mentor responsibilities to your mentor.
2. Have the mentor sign your Culminating Project Acknowledgment form.
3. Inform the Henderson Bay Culminating Project committee when you are approximately 50% done with your hours so that the committee can contact your mentor.
4. Have the mentor complete the Evaluation Form and sign the hours verification.
5. Write a thank you letter to your mentor and include a copy in your portfolio.
6. Invite the mentor to the Culminating Project Presentation night.

***Time Log (Use this or make your own)
Project Activities, Including Mentor Meetings***

MM/DD/YY	Hours	Brief Description of Task

**Henderson Bay High School
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Project Time Log**

The page following this one can be completed as a way to keep track of your hours. The time can include both general project activities and mentor meeting hours.

For your portfolio, you must create an Excel spread sheet of your time or simply word process a list of the hours with descriptions of the tasks completed during those times. You must also include this page with the appropriate signatures in your portfolio.

Student _____

Project _____

Total Number of Hours_____

Mentor Signature

Date

Student Verification

I have completed the hours and tasks listed on both pages of this form. My signature below verifies that I spent a total of _____hours (totals from both pages) on my Culminating Project.

Student's Signature

Date

HENDERSON BAY HIGH SCHOOL

8402 Skansie Avenue
Gig Harbor, WA 98332

Dear Culminating Project Mentor,

We understand that you may be interested in mentoring a Henderson Bay High School student doing his or her 2016-2017 Culminating Project. This letter will give you information about the Culminating Project at Henderson Bay and inform you of your responsibilities as a mentor.

Each student at our school completes a culminating project during his or her senior year that involves 40 hours of work outside of school. The student also writes a paper, completes a portfolio, and presents the project to members of the school and community in a five to fifteen minute presentation. The project needs to involve one or more of these areas: new learning for the student, vocational exploration, or community service.

A mentor's responsibilities include the following:

- Meet with the student periodically and give the student guidance on the project.
- Be a resource of information about the topic the student has chosen.
- Make suggestions, if appropriate, about what the student could or should do to complete the project.
- If appropriate, help the student connect with other experts in the field.
- Complete one final evaluation of the student and his or her project.
- Be willing to talk with Henderson Bay High School staff about the project and the student's progress.
- Attend the final student presentation when the project is completed.
- Note: The mentor cannot be a staff member at Henderson Bay High School or a member of the student's family.

The amount of time that you meet with the student is up to you and is different for each project. You are a potential mentor because of your skill in or knowledge of a particular subject. Sharing that skill and knowledge with the student is a wonderful gift, and we thank you for considering it. Please contact any one of us on the committee if you have questions.

Sincerely,

Culminating Project Committee Members

Peter Liljengren	253-530-1776
George Palo	253-530-1772
Brian Tovey, Principal	253-530-1701

liljengrenp@psd401.net
palog@psd401.net
toveyb@psd401.net

**Henderson Bay High School
2016-2017 Culminating Project Contract
Mentor Final Evaluation**

Student Name _____

Project Title _____

Mentor Name _____

Thank you for serving as a mentor for this student. Your help in verifying completion of the project is a valuable part of the Culminating Project. Please take time to complete the following information:

1. How often have you met with this student?

Comments:

2. From what you have seen, has the project been satisfactorily completed?

Yes ___ No ___

Comments:

3. Describe how obstacles were overcome by the student during this project.

4. What successes were achieved by this student?

Mentor Signature _____ Date _____

**Henderson Bay High School
2016-2017 Culminating Project Contract
Written Reflection (Paper)**

Date Due:

The Paper and Portfolio are due one week before your practice presentation.

**January 27, 2017 (February Presentation)
May 10, 2017 (June Presentation)**

Either upon completion of the “project” phase or while finishing the project activities, the student will be expected to complete a written reflection on their project. The written reflection will be word processed and should be between two and five pages (12 point, 1.5 spacing, Times New Roman or similar font).

When you have finished the first draft of the paper, ask yourself the following questions.

Does my paper include:

- a description of the project which summarizes what was created or accomplished?
- a description of the project’s process, including the sequence of major steps and activities?
- a description of the new skills you learned or how you advanced previous skills, while also *acknowledging those who helped?*
- a description of the challenges and obstacles you encountered?
- an explanation of personal growth and/or benefit to yourself?
- an explanation of a connection to your community or an involvement beyond school?
- a description of how you might have modified the project and what you might have done differently?
- a connection with what you learned to your future goals and aspirations?

The rubric on the following page will be used to assess the paper.

Part II Paper

Rubric for Culminating Project Paper

Exceeds standard - excellent	Meets standard – minimum requirements	Does not meet standard – requires further work
<ul style="list-style-type: none"> • Reflection reveals exceptional insight and introspection related to all eight components 	<p>Reflection address these eight components:</p> <ol style="list-style-type: none"> 1. Description of project – summarizes what was created or accomplished 2. Description of process – includes sequence of major steps and activities 3. Describes new skills learned or advancement of previous skills; acknowledges those who helped 4. Describes challenges and obstacles: e.g. time, resources, support 5. Explains personal growth-benefit to self 6. Demonstrates connection/benefit to community; involvement beyond the school 7. Describes modifications-what student would have done differently 8. Applications to future 	<ul style="list-style-type: none"> • Lacks reflection about one or more of the eight components • Goal and accomplishments unclear • Sequence of work/activities confusing
<ul style="list-style-type: none"> • Additional length, not to exceed five pages 	<ul style="list-style-type: none"> • Minimum of two word processed pages • 1.5 space • 12 point font, Times New Roman or equivalent • Appropriate format and conventions 	<ul style="list-style-type: none"> • Less than two pages

**Henderson Bay High School
2016-2017 Culminating Project Contract
Portfolio**

Either upon completion of the “project” phase or while continuing to participate in the associated activities, the student will be expected to complete a portfolio. The purpose of the portfolio is to tell the story of the student’s Culminating Project through a combination of text, artifacts, and visuals. The portfolio may include but is not limited to the following:

- *Photographs with captions of major events/activities associated with the project*
- *Certificates of completion or awards earned as a part of the project*
- *Letters from mentors or other community members who were involved with or benefited from the project*
- *Summary of research information found in the process; for instance, information about a particular career which was acquired*
- *Other artifacts that were gathered through involvement in the project*

Items presented in the Portfolio should be laid out in a clear, neat, and logical fashion. The Portfolio will be presented in a three ring binder, and in addition to the portfolio items mentioned above, will include the proposal, paper, presentation materials, time logs, and mentor evaluations.

Order of portfolio materials:

- 1. Word processed project proposal**
- 2. Paper about the project**
- 3. Portfolio materials (pictures, brochures, etc.)**
- 4. Copy of thank you letter to your mentor**
- 5. Presentation materials (PowerPoint outline, etc.)**
- 6. Completed packet materials**
 - Acknowledgement Form (Signatures)**
 - Time logs (Excel Spreadsheet or Word Processed)**
 - Time log verification sheet**
 - Mentor Evaluation**
- 7. Contract Checklist**

The Paper and Portfolio are due one week before your practice presentation.

January 27, 2017	(February Presentation)
May 10, 2017	(June Presentation)

**Henderson Bay High School
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Presentation**

Henderson Bay High School will identify a date in late May or early June (and February if there are sufficient January graduates) for the purpose of Culminating Project Presentations. The student will be expected to have a five to fifteen minute presentation, with visuals, prepared for the identified date. The presentation will be presented to a panel of HBHS Staff, Peninsula School District Staff, and Community Members. Also in attendance will be other student presenters and parents. The student will be assessed on

Preparation
Knowledge of Subject
Identified Learning Stretch
Use of Visuals
Body Language
Appropriate Dress
Ability to Answer Questions.

The rubric at the back of this packet will be the tool used for assessment.

Note: A successful practice presentation is required in order to make the final presentation.

Presentation Dates

**Presentation Practices: Wednesday, February 1, 2017
Wednesday, May 17, 2017**

**Presentation Dates: Wednesday, February 8, 2017
Wednesday, May 31, 2017**

**Henderson Bay High School
2016-2017 Culminating Project Contract Checklist**

Student _____ **Project** _____

Completed Steps

1. Project/Portfolio

- ___ Word Processed Proposal
- ___ Word Processed Paper
- ___ Portfolio Materials
- ___ Mentor thank you letter
- ___ Presentation materials
- ___ Signature Form
- ___ Time Log Number of Hours _____
- ___ Time Log Verification Signatures
- ___ Mentor Evaluation

- ___ Checklist

Date

**Committee Member
Signature**

2. Presentation

Date

**Committee Member
Signature**

Credit Awarded _____ **Date** _____

Culminating Project Committee Signatures
2016-2017 Committee—Peter Liljengren, George Palo, Brian Tovey