High School
Graduation Project Handbook

2012-2013

Charter School of Excellence
Skills Center  
Charter School of Excellence  
Graduation Project Protocol  

The Graduation Project is a requirement of all students who are projected to graduate within one academic year.

Students will meet with the Guidance Counselor (GC) to discuss a possible topic for the project. Once the student has completed the Graduation Project Proposal Form and a topic has been approved by the GC, students will be assigned a Teacher Advisor (TA). Advisors will be selected by matching teachers who may have expertise, experience, or insight into the topic identified by the student, however, this may not be the case in all situations. The Guidance Counselor will generate the checklist that is assigned to the format the students have chosen and forward that form to the TA. A follow-up conversation will be needed between the TA and building principal.

Students are informed that it is their responsibility to schedule a meeting with their assigned TA at a time that is acceptable to both parties. Time frames should fall within the tutorial class periods. If an additional arrangement is agreed upon by the TA and the student, that will be acceptable. The student is responsible for seeking out the TA, scheduling times to meet and following through with this process.

It is the TA’s role to support the student in successfully completing the project at hand. The TA is responsible for clarifying any of the details that the student may need to complete their project. The TA should seek out support from the Building Principal or Guidance Counselor when needed. The project that the students pick will need to be completed during non-instructional time and should not be completed during regularly scheduled classroom time during the school day. Students will be permitted to use the computer lab before and after school during tutorial time should they need to do their research here at school.

The Graduation Project is a work in progress. The CSE will make modifications and adaptations to this process as we move forward. We will take each case on an individual basis, with the general expectation that students must adhere to the program guide which will indicate a general overview of process for each format.

Students will need to submit their Graduation Project to their TA a minimum of 4 weeks prior to their anticipated graduation date. The project will be reviewed by the Teacher Advisor, Guidance Counselor, and Building Principal. This grading team will generate a grade for the student. A student must earn an A, B, or C (based on the grading rubric in the program guide) on their Graduation Project to successfully meet the graduation requirement. Students must follow the appropriate citation and formatting that is given to them by their TA. The expectation for this Graduation Project is extremely high. Students must meet the requirements of the project as well as provide a body of work that is reflective of a high school student who will be graduating in the immediate future. Those students who do not receive a passing grade will need to resubmit their body of work after making the necessary changes.

This project is designed to explore research and enhance the independent motivation and instruction that will be demanded from students once they graduate high school.
Graduation Project Instructions

Purpose

The purpose of the Graduation Project is to fulfill the standard unit requirement for graduation from the Charter School of Excellence as well as to fulfill the requirement of a culminating project set forth by the Pennsylvania Department of Education. This project is an opportunity for students to shine in their preferred area of expertise. There are several options for the “style” of project you wish to select that are included in this booklet. Yet, your topic is up to you, as long it passes the project proposal process listed below.

Project Proposal

Students must submit a Graduation Project Proposal Form to their Guidance Counselor or Building Principal. Once a proposal is submitted it must be approved by the Guidance Counselor and Principal. Once approved, an appropriate advisor will be assigned to monitor all of the necessary steps of the project.

Evaluation

The student must schedule a time with their academic advisor to present their graduation project during non-instructional time (am or pm tutorial). The Graduation Project will be evaluated by an administrator, guidance counselor, student, and the advisor assigned to this project. All grading will utilize the Graduation Project Grading Rubric.

Overview/Reflection

All Graduation Projects, other than the Research Report, will require a 3 page double-spaced written overview and reflection of the experience gained through the overall completion of the project.
Charter School of Excellence Grading Rubric

**ADVANCED (A)**

**Score = 4.0**
There is an in-depth knowledge of the topic area, and the academic performance illustrated with the chosen format is exemplary and of high quality.

**Score = 3.5**
There is an in-depth knowledge of the topic area, and the academic performance illustrated with the chosen format is of high quality.

**PROFICIENT (B)**

**Score = 3.0**
There is a solid understanding of the topic area, and the academic performance illustrated with the chosen format is satisfactory.

**Score = 2.5**
There is a solid understanding of the topic area, and the academic performance illustrated with the chosen format is somewhat satisfactory.

**BASIC High (C)**

**Score = 2.0**
There is a partial and limited understanding of the topic area, and the academic performance illustrated with the chosen format is marginal.

**Score = 1.5**
There is a partial and limited understanding of the topic area, and the academic performance illustrated with the chosen format is somewhat marginal.

**BASIC Low (D)**

**Score = 1.0**
There is little understanding of the topic area, and the academic performance illustrated with the chosen format is inadequate.

**Score = 0.5**
There is almost no understanding of the topic area, and the academic performance illustrated with the chosen format is inadequate.

**Below Basic – (F)**

**Score = 0**
There is no understanding of the topic area, and the academic performance illustrated with the chosen format is totally inadequate.
Sample Cover Page for all Projects

Title

The format of the cover sheet must adhere to the identified design. One Inch Margins around, 12 pt. font and Times New Roman script is to be utilized.

Project Format
By
Name

School Name
Date
Sample Outline

[Student Name]
[Date]
[High School Site]
[Topic]
[Method of Delivery, e.g. Research Paper, PowerPoint, Demonstration, etc.]

I. Introduction
   a. What is your topic and what will it be about?

II. Thesis Statement
   a. The thesis statement is usually a single sentence somewhere in the beginning of you project that presents your argument to the reader. The rest of the project gathers and organizes evidence that will persuade the reader of the logic of your interpretation.

III. Preview Statement
   a. The preview statement is a single sentence that echoes the wording and order of the main points. Includes; statement of topic, lists of the areas of discussion, or offers a road map of the content in a declarative sentence.

IV. Body
   a. Introduction/Definitions
      1. This is where you inform your audience of the pertinent information relating to your topic.
         a.
         b.
         c.
      2. Key terms.
         a.
         b.
         c.
      3. What questions inspired your research?
   b. Background History
      1. When did it begin or when was it introduced?
      2. How has it changed over time?
      3. How does it relate to your thesis?
   b. Research (must use proper in text citations)
      1. The current trends and findings are…
      2. Statistical evidence
      3.
   c. Findings/Results
      1. What did you find out?
      2. Compare to other points of view.
      3. Does it meet expectations?

V. Conclusion
   a. This is why the research supports my hypothesis.
   b. This is why it does not support my hypothesis.

VI. References (minimum 5)
   a. One reference must come from an interview.
      1. valid contact information must be provided
   b. Two references must come from a book, periodical, journal, pamphlet, etc.
   c. The remaining resources may come from the internet.
Research Report

**Topic:**
Your topic choice is up to you with some minor restrictions. If you cannot choose one, a topic will be chosen for you.

**General Requirements**

**Written:**
Research report must meet the following requirements:

- It should be at least 8-10 pages in length,
- It should be typed and double-spaced with 1 inch margins.
- The font should be Times New Roman or Courier New size 12
- Bold or italics, and extended text should not be used except for small sections
- It must contain at least one (1) table, graph, chart, diagram, or picture which is integrated into the body of your paper incorporating a text wrap.
- It must contain at least one (1) direct quotation using the in-text quotation format.

**Cover:**
Your report must have a cover, stating the title, your name, date, and class. You may include option items such as artwork, fancy lettering of the title, etc.

**General Rules:**
Use proper writing rules. Correct grammar, paragraphing, spelling, capitalization, punctuation, and accurate keying (typing) are all important. Be careful in proofreading to avoid “typos.” Do not use notebook paper for the cover or its contents.

**Plagiarism:**
Write the report in your own words! If the report is not written in your own words, you will receive an “N” for your work and you will have to rewrite your paper in your own words to receive any credit for your work. If you have questions regarding ways to rewrite information in your own words, see your advisor for assistance.

**References:**
You must use at least five (5) different reference sources. None of those three sources can be a general encyclopedia. You will also complete a works cited, a list of all your references, at the end of your paper. See the **Works Cited Format** page for specific format.
Advisor Checklist
Research Project

Date Assigned to Student: ___-___-

Student Name: ____________________

Advisor Name: ____________________

1. Topic Approved ………….. Date: ___-___-

2. Outline Due Date: ___-___-____ Approval Date: ___-___-____
   I. Introduction
   II. Thesis Statement
   III. Preview Statement
   IV. Body
      i. Main point
         1. sub point
            (etc.)
   V. Conclusion
   VI. References (Minimum of 5)

3. Initial draft of outline reviewed with Advisor. Date: ___-___-

4. Final Outline approval: Date: ___-___-

5. Rough Draft of paper: Date: ___-___-

6. Due Date for final paper: Date: ___-___-

* Cover sheet is required for the final outline and project. ______

Log of meeting times with student during tutorial time:

Date: ___-___-____ Date: ___-___-____ Date: ___-___-____ Date: ___-___-____ Date: ___-___-____
Date: ___-___-____ Date: ___-___-____ Date: ___-___-____ Date: ___-___-____
Date: ___-___-____ Date: ___-___-____ Date: ___-___-____ Date: ___-___-____

Final Grade: ______

Advisor Signature ____________________ Date: ___-___-____
Presentation - Music

As an alternative to other graduation projects, a student can chose to complete the following to fulfill this requirement:

1. Music Demonstration - This must be 15-20 minutes in length. The student may choose to demonstrate a musical instrument or vocal piece. The demonstration must include some background history of the instrument/song style and an explanation of the student’s personal connection to it. Instrumental students must demonstrate and discuss how the instrument’s sound is produced, the range, as well as playing some short songs or excerpts of songs that would commonly be heard on that instrument.

   Vocalists must also demonstrate and discuss the style of music they will be singing. Instrumental and vocal student demonstrations should also include some mention of important musicians who have or are currently impacting the popularity of that instrument or style of song.

2. Composer/Lyricist Project - The student will create a variety of songs both instrumental and vocal pieces as a performance portfolio. The songs will have to span several genres and include several compositional forms. The works may include, but are not limited to, modern song styles (hip-hop, rap, R&B…), classic rock and roll style, twentieth century music, and classical music forms. Students will show their knowledge of the styles they choose by creating a media collection that will be recorded on CD for their final presentation. They will need to present the music on CD and speak about their choices of songs and the process they went through in completing the project.

Overview and Reflection:
All projects, other than the Research Report, will require a 3 page double-spaced written overview and reflection of the experience gained through the overall completion of the project.
Advisor Checklist
Music Presentation/Show

Date Assigned to Student: ___-___-___
Student Name: ____________________
Advisor Name: ____________________

1. Proposal submitted and approved …………… Date: ___-___-___
2. Outline Due Date: ___-___-___ …………… Advisor’s initials ______
3. Outline Draft Due Date: ___-___-___ Advisor’s initials ______
   I. Introduction
   II. Thesis Statement
   III. Body (reference known work, research the music styles associated with your work)
      i. Main point
         1. sub point
         (etc.)
   IV. Conclusion
   V. References (Minimum of 3)
4. Overview/Reflection Due Date: ___-___-___
5. Date for presentation: ___-___-___
6. Overview/Reflection Due Date: ___-___-___ Completed: ___-___-___

* Cover sheet is required for the final outline and project. ______

Log of meeting times with student during tutorial time:

Date: ___-___-___ Date: ___-___-___ Date: ___-___-___ Date: ___-___-___
Date: ___-___-___ Date: ___-___-___ Date: ___-___-___ Date: ___-___-___
Date: ___-___-___ Date: ___-___-___ Date: ___-___-___ Date: ___-___-___

Final Grade: _____

Advisor Signature ____________________ Date: ___-___-___
As an alternative to other graduation projects, you can complete one of the following to fulfill your graduation project requirement:

1. The student will complete, *at minimum*, six works of art. These works must be teacher approved and completed independently of assigned class work. The works may include, but are not limited to, paintings, drawings, linoleum or woodcut prints, clay or other 3D works or mixed media.

2. The student will submit a proposal to the teacher. Once approved by the Principal, advisor, and the Guidance Counselor, the student may begin work.

3. The student will be required to present their work to their advisor and evaluation team.

4. For the show, the student needs to be present. There must be an artist’s statement typed and presented with the show. This is the rationale for choosing one’s art projects.

5. An alternative to the typical art show may be a student produced film or an animated short film. These will require different guidelines such as time limits and presentation. Any student choosing this option will have their project approved and guidelines set by the advisor and approved by the Principal.

**Overview and Reflection:**
All projects, other than the Research Report, will require a 3 page double-spaced written overview and reflection of the experience gained through the overall completion of the project.
Advisor Checklist
Art Presentation/Show

Date Assigned to Student: ___-___-___
Student Name: ____________________
Advisor Name: ____________________

1. Proposal submitted and approved ............ Date: ___-___-___
2. Outline Due Date: ___-___-___ ..........Advisor’s initials ______
3. Outline Draft Due Date: ___-___-___ ......Advisor’s initials_____
   I. Introduction
   II. Thesis Statement
   III. Body (reference known work, research the art style associated with
        your work)
      i. Main point
         1. sub point
         (etc.)
   IV. Conclusion
   V. References (Minimum of 3)
4. Overview/Reflection Due Date: ___-___-___
5. Date for presentation: ___-___-___
6. Overview/Reflection Due Date: ___-___-___ Completed: ___-___-___

* Cover sheet is required for the final outline and project. ______

Log of meeting times with student during tutorial time:

Date: ___-___-___ Date: ___-___-___ Date: ___-___-___ Date: ___-___-___
Date: ___-___-___ Date: ___-___-___ Date: ___-___-___ Date: ___-___-___
Date: ___-___-___ Date: ___-___-___ Date: ___-___-___ Date: ___-___-___

Final Grade: _____

Advisor Signature ____________________ Date: ___-___-___
Demonstration Project

Goal:
Your goal is to create a demonstration or experiment that accurately demonstrates your topic of choice.

You can do the following:

➢ Perform an experiment or science project using the steps of the scientific method.
➢ Demonstrate or teach a skill.

Audience:
Your audience for the presentation will be the advisor and other evaluators.

Product and Purpose:
You need to develop a 20-25 minute demonstration/presentation so that your audience can vividly see the process that is occurring.

Overview and Reflection:
All projects, other than the Research Report, will require a 3 page double-spaced written overview and reflection of the experience gained through the overall completion of the project.
Advisor Checklist
Demonstration Project

Date Assigned to Student: ___-____-

Student Name: ____________________

Advisor Name: ____________________

1. Topic Approved .............. Date: ___-____-

2. Outline Due Date: ___-____-____ Approval Date: ___-____-
   I. Introduction
      A. Thesis Statement
      B. Preview Statement
   II. Body (reference known work, research experiments/demonstrations associated with your work)
      i. Main point
         1. sub point
            (etc.)
   III. Conclusion
        Summary Statement
        Concluding Statement
   IV. References (Minimum of 3)

3. Proposed Demonstration reviewed with Advisor: Date: ___-____-

4. Outline and Demonstration final approval: ___-____-
   Advisor Initial: ______

5. Overview/Reflection Due Date: ___-____-____ Completed: ___-____-

* Cover sheet is required for the final outline and project. ______

Log of meeting times with student during tutorial time:

Date: ___-____-____ Date: ___-____-____ Date: ___-____-____ Date: ___-____-____
Date: ___-____-____ Date: ___-____-____ Date: ___-____-____ Date: ___-____-____
Date: ___-____-____ Date: ___-____-____ Date: ___-____-____ Date: ___-____-____

Final Grade: ______

Advisor Signature ____________________ Date: ___-____-____
Topic:
Your topic choice should be something of interest to you.

General Requirements:
The presentation must be 15 – 20 minutes in length. You must have 20 slides in your slide show presentation.

Content:
The content must be written clearly and concisely with a logical progression of ideas and supporting information. Most of the information should be written in narrative form. Information must be accurate, current and comes mainly from primary sources.

Layout:
The layout is visually pleasing and contributes to the overall message with appropriate use of headings, subheadings and white space.

References and Works Cited:
Sources of information are properly cited so that the audience can determine the credibility and authority of the information presented.

There are at least 5 sources clearly identified using the Works Cited Format.

Writing Mechanics:
The text is written with no errors in grammar, capitalization, punctuation, and spelling.

Overview and Reflection:
All projects, other than the Research Report, will require a 3 page double-spaced written overview and reflection of the experience gained through the overall completion of the project.
Advisor Checklist
Oral Presentation w/ PowerPoint Project

Date Assigned to Student: ___-___-___
Student Name: ____________________
Advisor Name: ____________________

1. Topic Approved …………… Date: ___-___-___
2. Outline Due Date: ___-___-___ Approval Date: ___-___-___
   I. Introduction
   II. Thesis Statement
   III. Preview Statement
   IV. Body (reference known work, research topics associated with your work)
      i. Main point
         1. Sub point
            (etc.)
   V. Conclusion
      Summary Statement
      Concluding Statement
   VI. References (Minimum of 3)
3. Draft PowerPoint due……………… Date: ___-___-___
   Slide #1 = Title and author
   Slide #2 = Thesis Statement
   Slide #3 = Definition of topic
   Slide #4 = Introduce your topic
   Slide #5 = Begin to prove your thesis. (No long paragraphs!!)
   Slide #6–19 = Prove your thesis using as many slides as necessary.
   Last Slide = Conclude or Summarize
   NOTE: Review expectations with your Advisor

4. Outline and PowerPoint final approval: ___-___-___ Advisor Initial: _____

5. Overview/Reflection Due Date: ___-___-___ Completed: ___-___-___

6. Date for presentation: ___-___-___
   * Cover sheet is required for the final outline and project. ______
   Log of meeting times with student during tutorial time:

   Date: ___-___-___ Date: ___-___-___ Date: ___-___-___ Date: ___-___-___
   Date: ___-___-___ Date: ___-___-___ Date: ___-___-___ Date: ___-___-___
   Date: ___-___-___ Date: ___-___-___ Date: ___-___-___ Date: ___-___-___
   Date: ___-___-___ Date: ___-___-___ Date: ___-___-___ Date: ___-___-___

   Advisor Signature ____________________ Date: ___-___-___
College/Career Focus Project

Goal:
Your goal is to identify a specific college degree program or career in which you are interested, and establish a connection with an admissions counselor or professional in the field to gather information to guide you in the pursuit of the identified college degree program or career.

Project Requirements:

Career: You are expected to spend a minimum of 10 hours meeting with or shadowing a professional in the career that you have chosen to pursue. You will be expected to keep a log of your hours spent shadowing the professional with him/her verifying your hours by signing your log sheet after each meeting.

College Degree Program: You are expected to spend a minimum of 10 hours meeting with an admissions counselor, touring the college campus, and talking with a professor and students in the program. You will be expected to keep a log of your hours spent on campus with the admissions counselor and your academic advisor verifying your hours by signing your log sheet after each meeting.

Research: In addition to the 10 hours of meeting with college representatives or career professionals you are expected to spend a minimum of 10 hours researching the college or career to aide you in your presentation. These hours will need to be logged and maintained with your academic advisor.

Presentation Requirements:
You will be expected to complete a short presentation, no longer than 10 minutes, to your academic advisor and other evaluators about what you learned during your shadowing and research opportunities. Your presentation may be completed in the form of a PowerPoint or poster presentation highlighting what you liked about the college program or career, what surprised you about them, and what steps need to be taken next to continue your pursuit of your chosen career or college program.

Overview and Reflection:
All projects, other than the Research Report, will require a 3 page double-spaced written overview and reflection of the experience gained through the overall completion of the project.
Advisor Checklist  
Career/College Focus Project

Date Assigned to Student: ____-____-____

Student Name: ____________________  
Approved Site and Contact Info: 

Advisor Name: ____________________

Topic Approved Date: ____-____-____

1. Log Hours Due Date: ____-____-____

Log Hours:
Date: ____-____-____  Hours Spent: ______  Advisor Signature: ______
Date: ____-____-____  Hours Spent: ______  Advisor Signature: ______
Date: ____-____-____  Hours Spent: ______  Advisor Signature: ______
Date: ____-____-____  Hours Spent: ______  Advisor Signature: ______
Date: ____-____-____  Hours Spent: ______  Advisor Signature: ______
Date: ____-____-____  Hours Spent: ______  Advisor Signature: ______

Research Hours:
Date: ____-____-____  Hours Spent: ______  Advisor Signature: ______
Date: ____-____-____  Hours Spent: ______  Advisor Signature: ______
Date: ____-____-____  Hours Spent: ______  Advisor Signature: ______
Date: ____-____-____  Hours Spent: ______  Advisor Signature: ______
Date: ____-____-____  Hours Spent: ______  Advisor Signature: ______
Date: ____-____-____  Hours Spent: ______  Advisor Signature: ______

2. Proposed Presentation reviewed with Advisor: Date: ____-____-____

3. Log Hours and Presentation final approval: ____-____-____

    Advisor Initial: ______

4. Overview/Reflection Due Date: ____-____-____  Completed: ____-____-____

* Cover sheet is required for the final Overview/Reflection. ______

Log of meeting times with student during tutorial time:

Date: ____-____-____  Date: ____-____-____  Date: ____-____-____  Date: ____-____-____  Date: ____-____-____
Date: ____-____-____  Date: ____-____-____  Date: ____-____-____  Date: ____-____-____  Date: ____-____-____
Date: ____-____-____  Date: ____-____-____  Date: ____-____-____  Date: ____-____-____  Date: ____-____-____

Final Grade: ______

Advisor Signature ____________________ Date: ____-____-____
Community Service Project

Goal:
Your goal is to identify a specific community service project in which you are interested, and establish a connection with an individual with whom you can complete your community service hours. Additionally, you will complete research on the organization to present to staff as part of the requirements for the community service project.

Project Requirements:

**Community Service:** You are expected to spend a minimum of 25 hours doing community service for the organization that you have identified for your community service project. You will be expected to keep a log of your hours spent doing community service with a verified individual within your chosen organization, verifying your hours by signing your log sheet after each meeting.

**Research:** In addition to the 25 hours of community service, you are expected to spend a minimum of 10 hours researching your chosen organization to aide you in your presentation. These hours will need to be logged and maintained with your academic advisor.

Presentation Requirements:
You will be expected to complete a short presentation, no longer than 10 minutes, to your academic advisor and other evaluators about what you learned during your community service experience. Your presentation may be completed in the form of a PowerPoint or poster presentation highlighting what the organization does for the community, who they serve, how and when they were founded, and the principles by which they conduct themselves.

Overview and Reflection:
All projects, other than the Research Report, will require a 3 page double-spaced written overview and reflection of the experience gained through the overall completion of the project.
## Advisor Checklist
Community Service Project

### Date Assigned to Student: ___-____-___

### Student Name: ____________________  Approved Site and Contact Info:

### Advisor Name: ________

### Topic Approved Date: ____-____-____

1. **Log Hours Due Date: ___-____-____

   **Log Hours:**
   - Date: ____-____-____  Hours Spent: ______  Advisor Signature: _____________
   - Date: ____-____-____  Hours Spent: ______  Advisor Signature: _____________
   - Date: ____-____-____  Hours Spent: ______  Advisor Signature: _____________
   - Date: ____-____-____  Hours Spent: ______  Advisor Signature: _____________
   - Date: ____-____-____  Hours Spent: ______  Advisor Signature: _____________
   - Date: ____-____-____  Hours Spent: ______  Advisor Signature: _____________
   - Date: ____-____-____  Hours Spent: ______  Advisor Signature: _____________
   - Date: ____-____-____  Hours Spent: ______  Advisor Signature: _____________
   - Date: ____-____-____  Hours Spent: ______  Advisor Signature: _____________
   - Date: ____-____-____  Hours Spent: ______  Advisor Signature: _____________

2. **Proposed Presentation reviewed with Advisor: Date: ___-____-____

3. **Log Hours and Presentation final approval: ____-____-____
   Advisor Initial: ______

4. **Overview/Reflection Due Date: ___-____-____  Completed: ____-____-____

* Cover sheet is required for the final Overview/Reflection. ______

### Log of meeting times with student during tutorial time:

- Date: ____-____-____
- Date: ____-____-____
- Date: ____-____-____
- Date: ____-____-____
- Date: ____-____-____
- Date: ____-____-____
- Date: ____-____-____
- Date: ____-____-____
- Date: ____-____-____

### Final Grade: _____

### Advisor Signature: ____________________ Date: ___-____-____
MLA Format for CSE Graduation Project

Book

- One Author -

Author’s Last name, First Name. Title. Place of Publication: Publisher, Year.


- Two Authors -

Author’s Last name, First name, and Author’s First name and Last name. Title. Place of Publication: Publisher, Year.


Magazine

- Magazine Article With Author -

Author’s Last name, First name. “Title of article.” Name of Magazine. Date Month Year: page numbers.


- Magazine Article Without Author -

“Title of article.” Name of Magazine. Date Month Year: page numbers.


Newspaper

- Newspaper Article With Author -

Author’s Last name, First name. “Title of article.” Name of Newspaper. Date Month Year, pt. x: page number(s).


- Newspaper Article Without Author -
“Title of article.” Name of Newspaper. Date Month Year, pt. x : page number(s).


Internet Sources

- Complete Information Database –

(Encyclopedias, Scholarly Projects, Etc.)

Title of database. Name of editor. Version number (if given). Date of publication or latest update. Name of any sponsoring institution or organization. Date of access. <network address>.


- A Document within an Information Database -

“Title of Document.” Title of database. Name of editor. Version number (if given). Date of publication or latest update. Name of any sponsoring institution or organization. Date of access. <network address>.


- An Article in an Online Periodical -

(Journals, Newspapers, Magazines, Etc.)

Author’s Last Name, First Name. “Title of Article.” Name of Online Periodical Identifying volume or issue number. Date of publication. Date of access <network address>.


Other Sources

- Bulletin or Pamphlet -
**Title.** Place of publication: Publisher, year.


- **Video -**

**Title.** Director. Publisher, year.


- **Audio Cassette/Compact Disc -**

Last Name of Artist/Composer, First name. “Name of song,” Name of cassette/CD. Released by: year.


- **Interview -**

Last Name of Person interviewed, First name. Personal Interview. Date Month Year.

Clinton, Bill (President of the U.S.). Personal Interview. 31 Jan. 1996.

- **Picture/Photo/Work of Art -**

Last Name of Artist, First name. Name of art piece, year. Name of institution that houses the work (e.g., a museum or private collector), city.


- **CD-ROM -**

Vendor’s Name. “Report Name.” Date Month Year. Name of CD-ROM. CD-ROM. Place of publication: Publisher, Year.

Graduation Project Overview and Reflection

Student Name:  
Advisor’s Name:  
Topic:  
Date:  

Type the following prompts into a word document and responding to each one as it relates to your Graduation Project. This should be approximately one paragraph per prompt and a minimum of 3 pages – double spaced using 12 point font.

1. Please provide an explanation as to why you chose this topic for your Graduation Project.

2. Provide important background information/history that is significant to your Graduation Project.

3. Provide an explanation of the personal experiences you gained while completing the requirements of your Graduation Project.

4. What difficulties did you run into while completing your Graduation Project? Explain?

5. If you were to go through the process of completing your Graduation Project again, what would you do differently and why?

6. Provide one paragraph reflecting on the overall process and the experience gained by completing the Graduation Project.
Graduation Project Evaluation

Student Name: ____________________________ Date: ______________
Advisor’s Name: ____________________________ Topic: ____________________________
Method of Delivery: ____________________________ Overall grade: _______

1. Evaluate the student’s preparation during the meeting times with the assigned project advisor throughout the Graduation Project process, did they meet deadlines set by the advisor as well as complete the project four weeks prior to anticipated graduation date?

| 4.0 | 3.5 | 3.0 | 2.5 | 2.0 | 1.5 | 1.0 | .5 | 0 |

2. Did the student follow the proposed outline requirements for the Graduation Project (including initial outline through the final draft) as explained on the advisor/student checklist?

| 4.0 | 3.5 | 3.0 | 2.5 | 2.0 | 1.5 | 1.0 | .5 | 0 |

3. Rate the students overall presentation of the material, was it factual, organized, and relevant?

| 4.0 | 3.5 | 3.0 | 2.5 | 2.0 | 1.5 | 1.0 | .5 | 0 |

4. Did the student meet the Graduation Project requirements in regards to length of time, number of pages, number of slide, title page, outline, summary/reflection, etc.?

| 4.0 | 3.5 | 3.0 | 2.5 | 2.0 | 1.5 | 1.0 | .5 | 0 |

5. Did the student meet the reference requirements (two internet, two books, and one interview and one in text citation) and follow the works cited outline?

| 4.0 | 3.5 | 3.0 | 2.5 | 2.0 | 1.5 | 1.0 | .5 | 0 |

6. Was the student’s Graduation Project edited and formatted correctly? (Student will lose .5 for every (3) grammatical or formatting errors in the final draft of their Graduation Project)

| 4.0 | 3.5 | 3.0 | 2.5 | 2.0 | 1.5 | 1.0 | .5 | 0 |

Additional Comments: _____________________________________________________________
_________________________________________________________________________________

Evaluator: ____________________________________________
Name:___________________________________________  Date:__________________________

Graduation Project Proposal Form

1. What is the general topic for your Graduation Project and what format are you going to use to present your information?

______________________________________________________________________________________
______________________________________________________________________________________

2. What specifically about your topic are you planning to explore? In other words, what is your point of view on your topic?

______________________________________________________________________________________
______________________________________________________________________________________

3. What is the opposing point of view on your topic?

______________________________________________________________________________________
______________________________________________________________________________________

4. Remember, you need to be able to justify your point of view with evidence/citations. How do you plan on fulfilling the reference requirements, non-internet sources, for the Graduation Project?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

5. Mentor: Who would you like to have as your academic advisor and what role do you envision your advisor playing in the development of your Graduation Project?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

6. If you are planning on graduating this year, do you see yourself being able to meet the deadline requirements of completing the Graduation Project no less than 4 weeks prior to the scheduled graduation date? What steps do you have to take to ensure your success?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________