

# **PANTANO HIGH SCHOOL**

**Senior Exit Project  
2019-2020**

**Student Manual**



**Prepared by Pantano High School  
Senior Exit Project Faculty**

Revised Copy: 5/19

## **Portfolio of Written Work and Project Evidence:**

Your portfolio is a large piece of your project. You will take your portfolio with you for your oral presentation so the judges can see all that you have done. The presentation of this portfolio is very important. It is an expression of you. Be creative, however, it should look professional.

## **Senior Exit Project Binder Checklist:**

- Cover Page
- Table Of Contents
- Project Proposal
- Self-Reflection Paper (1-2 Pages)
- Statement Of Future Plans (S.M.A.R.T. Goals and Verification Form)
- Research Paper (4-6 Pages)
- Resume
- Parental Consent Form
- Mentor Confirmation
- Mentor Logs / Journal
- Interview Questions & Answers
- Community Service Form
- Advisor Meeting Log and Checklist
- Copy of Thank You Letter to Mentor

**\*\*You will only receive one copy of the SEP packet.**

**\*\*In order to receive your packet you must submit a verification form confirming your receipt of the packet.**

**\*\* You may also access the SEP packet on Pantano's website.**

## General Comments:

Students must complete and pass all four components of the Senior Exit Project (written, practical, oral and community service hours). **70% is required on each portion of the project, as well as an overall grade of 70%.**

1. In the Vail School District we are committed to the practice of academic integrity. Pursuant to governing board policy, committing an act of academic dishonesty or plagiarism will result in disciplinary action. All instances of suspected academic dishonesty, or plagiarism will be reviewed and may result in a score of 0 (zero).
  - a. Academic Integrity: The quality of being academically honest and having strong moral principles in regards to all work submitted for grading.
  - b. Plagiarism is when you: Steal or pass off the ideas or words of someone else as your own, use another person's work without crediting the source, or commit literary theft.
2. All practicum hours MUST be documented with verification from your mentor on the:
  - a. Mentor Log Sheet / Student Journal
  - b. Final Mentor Log
  - c. Mentor Confirmation
3. Seniors are expected to complete the shadowing hours either outside or within the student's regular school hours. This will be documented through the mentor logs. Students receive no more than **2 excused absences** to complete their shadowing (if necessary). Documentation must be provided in keeping with Pantano's attendance and absence policy.
4. Students must complete **2 hours of Community Service** in addition to their shadowing hours. Field trip opportunities are provided by Ms. Schimke.
5. No joint projects are allowed. Students must complete their project individually.
6. Materials needed (provided by Ms. Schimke):
  - a. 3-ring binder
  - b. Sheet protectors
7. Your final draft of your research paper MUST be turned into Ms. Schimke or Ms. Lundin in advance for editing.
8. **All** documents should be typed in 12 pt., Times New Roman font, and double-spaced.
9. You must have your binder (portfolio) complete and be ready to present on your given presentation date. Points will be taken off for lateness.
10. Each student will be assigned a SEP Teacher Advisor. Your advisor is your guide throughout the SEP process and will help keep you on pace. You may request an advisor at anytime. **You must meet with your teacher advisor a minimum of 5 times prior to presenting.**
11. Grading Rubrics for both the Research Paper and the PowerPoint Presentation are included in this document. Please review them before beginning work on each item.

## **Written: Project Proposal**

Date:

To: Senior Exit Project Advisory Board

From: (Student)

Subject: (Chosen career field)

Objective: Explain what you will be doing while shadowing in your specific field.  
Explain what you hope to accomplish by doing your project.

Purpose: Explain why you chose this particular career.  
Explain what knowledge will be gained through completion of this project. Why this is important to you?

## **Written: Self Reflection Paper**

A typed 1-2 page summary of your shadowing experiences and what you've learned from the project. The project proposal tells us what you expect to accomplish. The mentor log / student journal tells us what you did accomplish. The self-reflection paper explains what you thought about your shadowing. Were you convinced that this is your career? Maybe the shadowing raised questions for which you now need to find answers. Perhaps you even discovered that you are not interested in this line of work. Tell us more!

## **Written: Statement of Future Plans**

Prior to completion of the Senior Exit Project, students will select and complete two options from the list below. Verification must be provided.

ASVAB Testing

ACT Testing

SAT Testing

Pima Community College Placement Testing

Four Year College/University Application

Two Year College Application

Trade/Vocational School Application

College Scholarship Application

FAFSA

Enlistment in the Armed Forces

Next, In a one-page document, students will create three S.M.A.R.T. Goals (information provided). These goals should be based on goals that you have for your future and could encompass but are not limited to, 1 year, 3 year and 5 year goals.

## **Written: Research Paper**

Research papers should include the following, an introduction, information about the "basics" of the career, a critical issue in the career, and a conclusion. This research paper is not a report on how to obtain a job in this field, rather information about the career and a challenge/difficulty/argument that pertains to this career field. As with any research paper,

citations must be included.

Use MLA format. The paper should be 4-6 pages (not including title or works cited pages)

You need a minimum of three sources, i.e. Internet, encyclopedia, magazine, interviews, etc.

## **Written: Resume**

A professional resume must be included. Resumes must include, name, address, email address, prior work history, skills, and education. Other options include, awards earned, volunteer experience, interests and activities, and references. Resume templates are available online through Google Docs.

## **Written: Interview Questions**

Using the list of interview questions included in this packet, or questions of your choice, interview your mentor, by asking at least 10 questions, and then type the questions and answers from your interview into a document to be placed in the SEP portfolio/binder.

## **Written: Thank you Letter**

Following your shadowing hours, type a thank you letter in proper letter format into a document to be placed in the SEP portfolio/binder and later sent to your mentor.

## **Practical: Shadowing**

### **Mentors**

Mentors are required for all PHS Senior Exit Projects. Each student should select a mentor who has experience in the project area and can provide guidance in completing the project.

**You are not allowed to mentor a family member or fellow student.**

**Shadowing is considered part of the classwork for your SEP – thus, paid work is unacceptable for shadowing hours.**

When selecting a mentor, consider the following:

1. Will the mentor have the time to help me?
2. Does the mentor have information I can use in my paper or project?
3. Will the mentor give me support and encouragement?
4. Will the mentor be able to verify the hours I spend on the project?
5. Will I be able to interview the mentor as my primary source for my research paper, or

will the mentor be able to help me locate someone else to interview?

You will be required to have your mentor complete the following three things:

1. Mentor Confirmation Form (filled in and signed)
2. Mentor Logs (signed)
3. Final Mentor Log (signed)

The mentor may terminate the relationship if you are not meeting with him/her regularly or not participating fully on the project. If your mentor terminates the relationship, you **MUST** report it to your SEP teacher immediately.

## **Project Evidence: Mentor Confirmation**

Use the **Mentor Logs / Student Journal** provided to document the hours completed on your practicum as well as reflective writing on your Senior Exit Project experience. The **Mentor Logs / Student Journal** is used as an objective description of your shadowing experience.

Mentors **MUST** sign after every session to provide evidence of your participation.

Mentor Confirmation Form is simply the form that the mentor fills out confirming that he/she has agreed to allow you to shadow him/her.

Mentor Logs / Student Journal should include the following for each day:

1. Date/time (to document shadowing took place OUTSIDE normal school day)
2. Amount of project time
3. Activities completed
4. Resources used, problems faced, solutions, and evaluation
5. Mentor signature
6. Is your mentor willing to mentor again?

## Oral Presentation:

Your oral presentation is the final portion of your Senior Exit Project. All seniors are REQUIRED to complete and earn a passing grade of 70%. **You must present on your assigned date and time. (5% of the total score will be deducted for lateness)**

1. Your oral presentation will include a PowerPoint. You will present in front of the Senior Exit Project panel. Your slide show and presentation must include the following:
  - a. An introduction with thesis statement
  - b. Information regarding your paper, your shadowing, and what you learned
  - c. Good transitions between sections of your presentation/slides
  - d. Good eye contact
  - e. Clear speech
  - f. Correct grammar
  - g. Strong conclusion
  - h. You may use note cards for reference
  
2. Present your PowerPoint in proper professional attire:
  - a. Men – dress pants, (no jeans), collared shirt, tie (optional)
  - b. Women – dress, skirt or pant suit
  
3. Portfolio of Written work and Project Evidence:
  - a. Be prepared to turn in your completed portfolio prior to your presentation.

\*\*\*You will be assigned a presentation date within the last 6 weeks of your last term however, you may present as early as you want. Speak to the SEP coordinator to discuss scheduling questions.

\*\*\*Please be advised that you must present on the date given. Points will be taken off for rescheduling.

\*\*\*Your binder must be complete and handed in before presenting. Points will be taken off for lateness.

\*\*\*If you miss your given date, you will present in front of Vail district office employees.

## Example PowerPoint Layout:

**Career  
Name and Date**

### **BACKGROUND**

- History of Career?
- Required Education or Training?
- Pay Scale?

### **THE BASICS**

- Job Description?
- Required Tasks?

### **CHALLENGES**

- Physical, intellectual and/or emotional?
- Future outlook?
- How does one maintain the job?

### **MENTOR**

- Name?
- His or Her education?
- Length of career?
- Other interesting details?

### **SHADOWING**

- What did you do while shadowing?
- Interesting facts?
- What did you learn?

### **RESEARCH**

- Thesis of paper?
- Main arguments of thesis?
- Interesting facts?

### **REFLECTION**

- How do you feel about your shadowing?
- Are you still interested in this career?

### **CONCLUSION**

- How do you feel about the Senior Exit Project as a learning experience?
- What advice would you give yourself about the SEP if you could jump back in time?

SEP Presentation Rubric

Presenter: \_\_\_\_\_ Topic: \_\_\_\_\_ Date: \_\_\_\_\_



Exceeds	Meets	Approaches	Below	Far Below	Not Evidenced
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0

Exceeds	Meets	Approaches	Below	Far Below	Not Evidenced
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0

Exceeds	Meets	Approaches	Below	Far Below	Not Evidenced
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0

Exceeds	Meets	Approaches	Below	Far Below	Not Evidenced
5	4	3	2	1	0
5	4	3	2	1	0
5	4	3	2	1	0

What did the presenter do well:

What could the presenter improve on:

## Research Paper Grading Rubric

Presenter: \_\_\_\_\_

Topic: \_\_\_\_\_

Date: \_\_\_\_\_

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	<b>Exceeds (20)</b>	<b>Meets (16)</b>	<b>Approaches (12)</b>	<b>Far Below (8)</b>	<b>Not Evidenced (4)</b>
<b>Thesis and Content</b>	<ul style="list-style-type: none"> <li>- Clear opinion on topic</li> <li>- Clearly states an argument throughout the paper.</li> </ul>	<ul style="list-style-type: none"> <li>- Articulates an opinion on the topic.</li> <li>- Alludes to argument that is referenced throughout the paper.</li> </ul>	<ul style="list-style-type: none"> <li>- Alludes to an opinion on research topic.</li> <li>- More of a research report than a point of view.</li> </ul>	<ul style="list-style-type: none"> <li>- Information seems related, but difficult to follow the argument.</li> <li>- A report rather than a point of view.</li> </ul>	<ul style="list-style-type: none"> <li>- There is no thesis – just a collection of information.</li> </ul>
<b>Research and Support</b>	<ul style="list-style-type: none"> <li>- Bursting with information that is contributes to proof of thesis</li> <li>- Quotes fit well into body paragraphs</li> <li>- Clearly explains the significance of the quote/research</li> </ul>	<ul style="list-style-type: none"> <li>- Clear information, knowledgeable and focused.</li> <li>- Research is integrated indirectly.</li> <li>- Vaguely introduces the content of the quote/research</li> </ul>	<ul style="list-style-type: none"> <li>- Informative yet details seem missing.</li> <li>- Research integrated is loosely tied to thesis.</li> <li>- No quotes</li> </ul>	<ul style="list-style-type: none"> <li>- Some information but no contribution to proof of thesis.</li> <li>- No quotes.</li> </ul>	<ul style="list-style-type: none"> <li>- Confusing summary only.</li> <li>- No quotations/research present to support thesis or main idea.</li> </ul>
<b>Organization</b>	<ul style="list-style-type: none"> <li>- Paragraphs are arranged in a logical order</li> <li>- Evidence is relevant to the main idea</li> </ul>	<ul style="list-style-type: none"> <li>- Paragraphs are arranged in a mostly logical order.</li> <li>- Evidence is mostly relevant to main idea.</li> </ul>	<ul style="list-style-type: none"> <li>- ½ of the paragraphs are arranged in a logical order.</li> <li>- Evidence is indirectly relevant to main idea.</li> </ul>	<ul style="list-style-type: none"> <li>- Paragraphs lack logical order.</li> <li>- Evidence lacks relevance to main idea.</li> </ul>	<ul style="list-style-type: none"> <li>- The paragraphs have no logical order.</li> <li>- Weak or no evidence present</li> </ul>
<b>Conventions and Sentence Fluency</b>	<ul style="list-style-type: none"> <li>- Errors do not impede purpose and readability</li> <li>- Transitions between sentences, evidence/quotes, and paragraphs flows smoothly.</li> </ul>	<ul style="list-style-type: none"> <li>- Few errors but is still readable.</li> <li>- Transitions between sentences, textual evidence and paragraphs are smooth in places.</li> </ul>	<ul style="list-style-type: none"> <li>- Reader may stumble a bit – errors impede readability</li> <li>- Transitions between sentences, textual evidence and paragraph are awkward but attempted.</li> </ul>	<ul style="list-style-type: none"> <li>- Errors impede purpose or writing.</li> <li>- Transitions between sentences, textual evidence and paragraphs are choppy.</li> </ul>	<ul style="list-style-type: none"> <li>- Errors make reading difficult.</li> <li>- Transitions between sentences, textual evidence and paragraphs are not present</li> </ul>
<b>MLA Formatting, Works Cited, and Citations</b>	<ul style="list-style-type: none"> <li>- Works Cited page has perfect formatting</li> <li>- Internal citations are present and accurate.</li> </ul>	<ul style="list-style-type: none"> <li>- Works Cited page is mostly formatted correctly.</li> <li>- Internal citations are present and mostly accurate.</li> </ul>	<ul style="list-style-type: none"> <li>- Works Cited page.</li> <li>- No internal citations.</li> </ul>	<ul style="list-style-type: none"> <li>- Works Cited has fewer than 3 sources.</li> <li>- No internal citations.</li> </ul>	<ul style="list-style-type: none"> <li>- No Works Cited page</li> <li>- No internal citations present.</li> </ul>

**Project Evidence: Parent Consent Form**  
**(If you are 18 or under and live with an adult, this must be filled in)**

As a Parent/Guardian of \_\_\_\_\_, a senior at Pantano High School, I am aware that my son/daughter must complete and pass each of the four phases of the Senior Exit Project (written, practical, oral and community service hours) **WITH A GRADE OF AT LEAST 70%** in order to receive credit. For the practicum part of the project, my son/daughter has chosen to shadow in the career of:

\_\_\_\_\_

I understand that my son/daughter must complete this project and I agree to release the school district and its employees from all claims arriving from financial obligation incurred, or damage, injury, or accident suffered while my son/daughter participates in the project that he/she has chosen. I also understand that there might be extra hours -away from school hours – in order for my son/daughter to complete parts of the Senior Exit Project.

**I UNDERSTAND THAT MY SON/DAUGHTER WILL NOT GRADUATE IF THE SENIOR EXIT PROJECT IS NOT COMPLETED.**

**Parent/Guardian Information**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Student Information (All students fill in)**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Project Evidence: Mentor Confirmation

Dear Mentor,

Thank you so very much for your willingness to be a mentor for a senior at Pantano High School. Each senior is required to complete a Senior Exit Project in which he/she shadows a professional in a career field of choice for a minimum of 10 hours. The objective is for the student to gain first-hand experience of the career. Many of our students make lifelong decisions based on these shadowing hours.

We are asking you, as a mentor, agree to do a few things to assist us in this process. Please make sure that you complete all of the following:

1. Please sign and return this form with the student.
2. As you are mentoring, please sign the Mentor Logs each time you meet with your student. When you have finished mentoring, please sign the Final Mentor Log confirming the number of hours that the student spent shadowing as well as a description of some of the activities that were completed.

Again, we want to thank you for taking the time out of your busy schedule to help us teach our students. We know that your input is such a valuable piece of their experience in this project. Should you have any questions, please feel free to contact Pantano High School to secure answers to your questions.

Sincerely,

Pantano High School  
Senior Exit Project Coordinators  
(520) 879-1202

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Mentor Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mentor Phone \_\_\_\_\_

Mentor Email \_\_\_\_\_

I agree to mentor \_\_\_\_\_ in the career of \_\_\_\_\_  
for a minimum of 10 hours.

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

Are you willing to mentor again? \_\_\_\_\_

**Project Evidence: MENTOR LOG / STUDENT JOURNAL**

**STUDENT NAME:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description:

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Mentor Signature:

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Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description:

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Mentor Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description:

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Mentor Signature: \_\_\_\_\_

\*\*\*Please have the mentor sign off on each session worked.

## **Interview Questions:**

1. What is your job title? Does the job have other titles or names?
2. What does an average day look like?
3. Describe the work environment, including physical demands and stress level?
4. How do you like your job?
5. What is the hardest part?
6. Is your career competitive?
7. What was your worst experience?
8. What do you like about the work environment?
9. How many hours a week do you work?
10. Does your job provide a comfortable salary?
11. Do you respect your fellow employees?
12. Does this job require some sort of specialization?
13. Why did you choose this career?
14. What kind of training or education is necessary? Do you need certain certificates?
15. Where did you attend school and for how long?
16. Do you think that some people are more suited to this job than others?
17. What future options do you have? Are there ways to advance?
18. What kind of continuing education is needed?
19. What you recommend this career to others?
20. What do you do to motivate people?

**\*Feel free to ask your own questions**

**\*You must ask at least 10 questions. Those 10 questions and answers must be typed and placed in your binder.**

## Community Service:

I, \_\_\_\_\_, (mentor name) certify that  
\_\_\_\_\_ (Student name)

Has completed a minimum of two hours of volunteering in the field of

\_\_\_\_\_.

Tasks completed and impressions of student and project:

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Signature (advisor): \_\_\_\_\_ Date \_\_\_\_\_

## Statement of Future Plans:

### S.M.A.R.T. Goals Written Outline

**Directions:** Use this template and guiding questions sheet to brainstorm your goals before typing them into a separate document. Feel free to use the guiding questions to help you create your goals. You do not need to use all of the questions but you may find all of them helpful in planning your goals.

<b>S</b>	Specific	What do I want to accomplish? Why do I want to accomplish this? What are the requirements? What are the constraints?	
<b>M</b>	Measurable	How will I measure my progress? How will I know when the goal is accomplished?	
<b>A</b>	Achievable	How can the goal be accomplished? What are the logical steps I should take?	
<b>R</b>	Relevant	Is this a worthwhile goal? Is this the right time? Do I have the necessary resources to accomplish this goal? Is this goal in line with my long-term objectives?	
<b>T</b>	Time-Bound	How long will it take to accomplish this goal? When is the completion of this goal due? What am I going to work on this goal?	

## **Senior Exit Project S.M.A.R.T. Goals Written Outline - Example**

Directions: Use at least two complete sentences to describe each aspect of your goals.

### **Goal #1:**

- Specific –
- Measurable –
- Achievable –
- Relevant –
- Time Bound –

### **Goal #2:**

- Specific –
- Measurable –
- Achievable –
- Relevant –
- Time Bound –

### **Goal #3:**

- Specific –
- Measurable –
- Achievable –
- Relevant –
- Time Bound –

## Statement of Future Plans Verification Form

**Directions:** Please check the box indicating which TWO options you chose. Fill out the bottom portion and attach any and all documentation necessary.

- |   |  |
|---|--|
| <input type="checkbox"/> ASVAB Testing                            | <input type="checkbox"/> Two Year College Application        |
| <input type="checkbox"/> ACT Testing                              | <input type="checkbox"/> Trade/Vocational School Application |
| <input type="checkbox"/> SAT Testing                              | <input type="checkbox"/> College Scholarship Application     |
| <input type="checkbox"/> Pima Community College Placement Testing | <input type="checkbox"/> FAFSA                               |
| <input type="checkbox"/> Four Year College/University Application | <input type="checkbox"/> Enlistment in the Armed Forces      |

**Option 1:** \_\_\_\_\_

1. Date Completed: \_\_\_\_\_

2. Rationale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Pantano Advisor Name: \_\_\_\_\_

4. Pantano Advisor Signature: \_\_\_\_\_

**Option 2:** \_\_\_\_\_

5. Date Completed: \_\_\_\_\_

6. Rationale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Pantano Advisor Name: \_\_\_\_\_

8. Pantano Advisor Signature: \_\_\_\_\_

## Advisor Meeting Log and Checklist:

Students should meet with their advisor a minimum of **5 times** and advisors must date and initial the form once each section is completed (except for section 13).

Student Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Date Completed	Advisor Initial	Task
1. _____	1. _____	1. Choose a Topic
		1. Choose a Critical Issue (a challenge or difficulty in that field)
		2. Project Proposal
2. _____	2. _____	3. Parent Consent Form
3. _____	3. _____	4. Job/Career Shadowing (10 hours)
4. _____	4. _____	1. Mentor Confirmation
		2. Mentor Log
		3. Interview Questions
		5. Thank you letter
5. _____	5. _____	1. Mail Letter
		6. Research Paper (4-6 pages)
6. _____	6. _____	7. Self Reflection
7. _____	7. _____	8. Statement of Future Plans
8. _____	8. _____	9. Community Service (2 hours)
9. _____	9. _____	10. Resume
10. _____	10. _____	11. Oral Presentation
11. _____	11. _____	1. Prepare slideshow (rubric included in SEP Packet)
		12. Binder
12. _____	12. _____	1. Cover Page
		2. Title Page
		3. Table of Contents
		4. Print out all documents
		5. Put documents in a page protectors
		13. Schedule Presentation
13. _____	13. _____	1. Bring completed binder
		2. Bring slideshow on a USB drive or open in Google Docs
		3. Present binder to graders at the beginning of presentation

## Senior Exit Project Grading Sheet

The composite score consists of four separate parts – all of which must be completed:

- **Written** (research paper)
- **Practical** (shadowing/portfolio/logs/journals)
- **Oral Presentation**
- **Community Service**

**Written – Research Paper** \_\_\_\_\_/200 points

### **Practical – Portfolio**

- Table of Contents **10 points**
- Advisor Meeting Log and Checklist **10 points**
- Project Proposal **10 points**
- Self – Reflection paper **30 points**
- Statement of Future Plans **30 points**
- Resume **30 points**
- Parent Consent Form **10 points**
- Mentor Confirmation Log **10 points**
- Mentor Log Sheets/Journal **20 points**
- Interview Questions **20 points**
- Thank you Letter **20 points**
- **TOTAL POINTS** \_\_\_\_\_/200 points

**Oral Presentation** \_\_\_\_\_/100 points

**Final Score** \_\_\_\_\_/500 points