

## Consequences of Failure to Meet Deadlines

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One of the most important skills that the Senior Project teaches is time-management. By breaking up the components into required deadlines, students will learn how to take a semester project and tackle it in manageable segments. This is a vital skill both for college and for the workplace. Students must also learn to meet deadlines. If a deadline is not met, consequences will follow as outlined below. Students **MUST** do each of the following components in the order in which they are assigned. Since **each component of the Senior Project must be completed before the next component is begun**, it is vital that students complete assignments on time.

Deadlines for due dates have been set by the Senior Project Steering Committee and are NOT at the discretion of individual English teachers. Failure to meet a deadline will result in a penalty of 10 points (or 10%) for each day late up to 3 days; after the third late day, the final grade on that component will be a zero. Please note, all material for the component must be submitted even if the work is more than three days late (grade = 0) in order to continue with the remainder of the Senior Project. If a student feels that he/she has a legitimate excuse for being late on a component and should not be penalized, the student will have to address the **Senior Project Steering Committee** to make a personal appeal.

***REMEMBER: Failure to complete one or more components of the Senior Project will result in a zero on that component and all components that follow.***

**I. RESEARCH PAPER** - 10% of semester grade

The Approval Committee **MUST** approve both your research paper and your product, which must above all be a worthwhile challenge. Your English teacher will break the research paper into required components, including a thesis statement, an outline, note-cards, a rough draft, and a final draft. Be sure you are aware of all the deadlines and that you meet them.

***Students who do not complete a research paper or who are caught cheating on any component of their research paper are ineligible to do the remaining components of the Senior Project and will have a zero as 20% of their English grade.***

**II. PRODUCT** (in conjunction with a legitimate mentor) - 3% of semester grade

Students who have been approved for a product may secure a mentor and begin working on their product even though their research paper has not been completed. This is to allow students to have as much time as possible to complete the required 10 contact hours with their mentor. (Remember, students who fail to complete their research paper cannot get credit for work they have done with a mentor.)

**Changing Your Product:** Deadline for submitting product changes for committee approval is the week of the first mentor log check. Changes after this time may result in a deduction in the product grade to be determined by the committee.

**If committee elects to give a zero on the changed product, the student will be ineligible to present on Senior Board Night.**

Mentors will ultimately be responsible for grading students on their product. The mentor evaluation form containing the grade must be mailed or faxed to the school (addressed to Connie Nelson, Senior Project Mentor Coordinator) by the deadline. Students are responsible for reminding their mentors to get the evaluation forms returned on time.

\*5 hours or less with mentor = 0 for the product and no presentation (grade of 0 for presentation)

\*\*Over 5 hours but less than 10 = 50% of the mentor's evaluation; you will be allowed to present

**III. PORTFOLIO** of semester's work - 2% of semester grade

Students will keep a portfolio of their semester's work, which will ultimately be graded for completeness by the Portfolio Committee. Students **MUST** have completed their research paper, and the school must have received the Mentor Evaluation Form in order for the student to be eligible for a portfolio grade. The portfolio must be neat, and all pages must be in sheet protectors and placed in a three-ring binder.

**IV. PRESENTATION** - 5% of semester grade

Students who have successfully completed all three previous components by the deadlines established are eligible to give a presentation on the evening of the boards.

I understand the above information and agree to accept the consequences for failing to comply with the requirements.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

I understand the responsibilities of my son/daughter in submitting materials by the deadlines established and in maintaining academic honesty and integrity.

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_