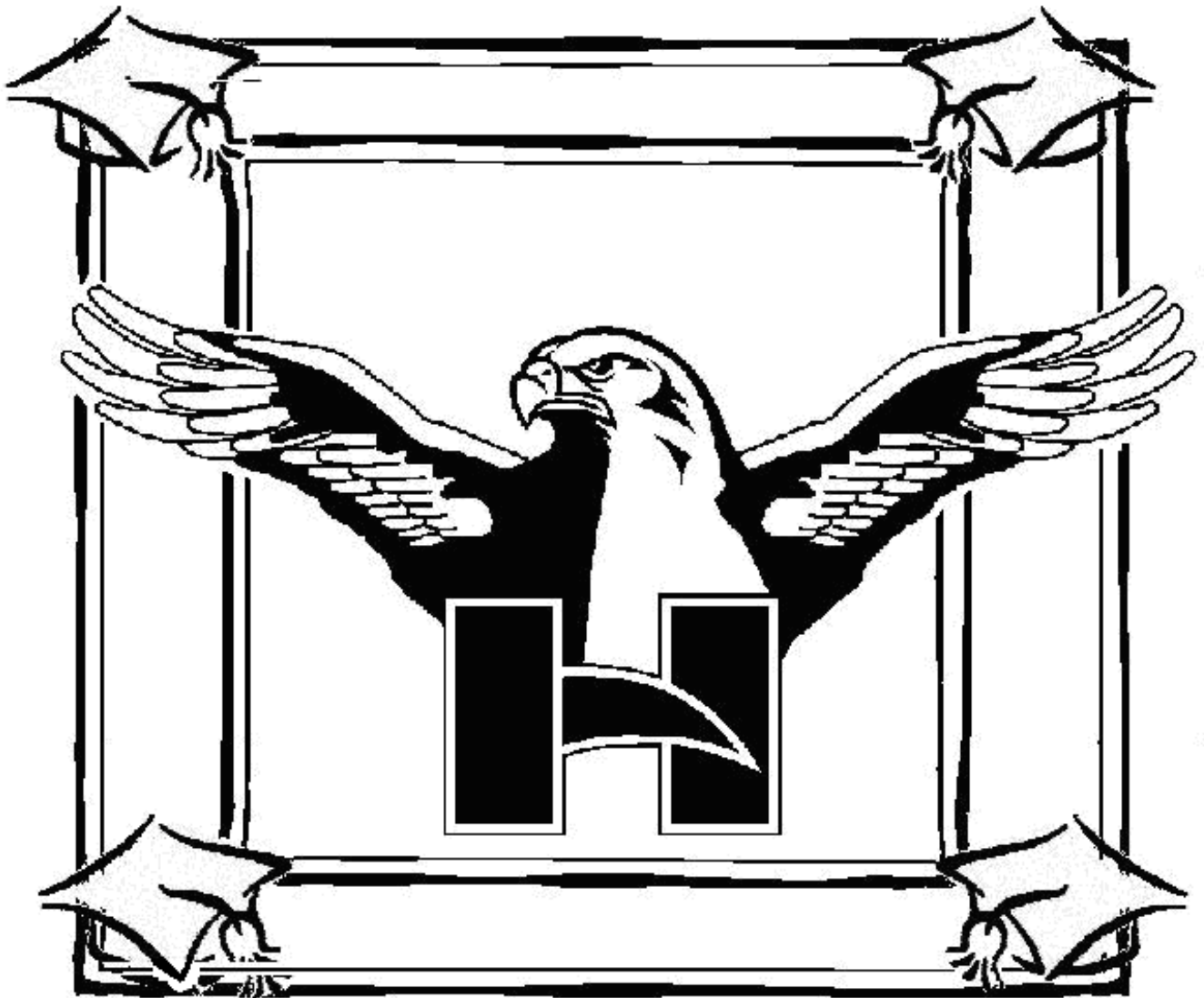


# **Hillgrove High School**

## **SENIOR PROJECT**



**MENTOR MANUAL**

**2016- 2017**

Hillgrove High School

SENIOR PROJECT 2016-2017

Principal  
Christian Suttle

Senior Project Steering Committee

Senior Project Coordinator: Emily Ellwood, Aliyyah Salam  
Assistant Principal for Senior Project: Samuel Sanford  
English Department Chair: Dr. Sylvia Spruill

Mentor Coordinator: Dr. Connie Nelson

*4165 Luther Ward Road  
Powder Springs, GA 30127  
Phone: 678-331-3961  
Fax: 678-331-8128*

Hillgrove High School Senior Project Mentor Manual  
2016 - 2017

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## LETTER to MENTORS

Dear Senior Project Mentor,

A student has solicited your assistance with his/her Senior Project because he/she has determined you to be skilled and/or experienced in a particular field of interest and/or research. The student would like for you to advise and oversee the production of his/her Senior Project *product*. **Thank you for agreeing to be a Senior Project Mentor!**

**Senior Project** allows each senior the opportunity to demonstrate his/her years of educational experience in reading, writing, speaking, accessing information, thinking, problem solving, organizing and time-managing. These skills will be showcased in a four-part process, consisting of the following components:

- a word-processed research paper on a topic of the student's choosing
- **a physical product, performance, skill, or service to the community related to some aspect of the research paper, guided by a student-selected mentor**
- a portfolio documenting the entire process
- an oral presentation synthesizing the first three components. The oral presentation is given before a review board of teachers and community members.

In addition, each student is asked to incorporate a personal “**stretch**.” For the purpose of the Senior Project, a “stretch” indicates learning or accomplishment clearly beyond what the student previously had achieved intellectually, creatively, emotionally, or physically as appropriate to the nature of the student’s project.

To be successful, the student must complete and pass all components of the project, which together comprise a major percentage of the senior English grade. When the product is finished, *you will be asked to evaluate the student’s performance throughout the mentorship; this evaluation will count as 2.5% of the student’s final English grade for the semester.*

All questions, concerns and/or communications should be sent to either the Senior Project Mentor Coordinator who oversees all mentor affairs, or directly to the student’s English teacher, who is responsible for the student’s final grade. Be aware that *you must return the Mentor’s Evaluation and Product Verification Form on page 6 of this manual by the due dates on the Pacing Guide* in order for the student to receive a grade for the product. These forms should be either mailed or faxed by you to the Mentor Coordinator, whose address is provided below. Address the forms to:

Connie Nelson, Senior Project Mentor Coordinator  
Hillgrove High School  
4165 Luther Ward Road  
Powder Springs, GA 30127  
Fax: 678-331-8128

All of us connected with the Senior Project at Hillgrove sincerely appreciate your willingness to support this program by serving as a mentor. We hope your experience is a rewarding one.

Emily Ellwood, Senior Project Coordinator

## HHS SENIOR PROJECT MENTOR QUALIFICATIONS & RESPONSIBILITIES

### **Mentor Qualifications:**

- Faculty members of Hillgrove High School cannot serve as student mentors
- Mentor cannot be a family member of the student
- Mentor must be 21 years of age or older
- Mentor must be an expert or professional in the field/area of mentoring

### **Mentor Responsibilities:**

- Advise and assist the student with the development of a product (which may be a physical product, a performance, a skill, or a service to the community).
- Mentors should help the student establish a goal for the product, a time frame for completing the product, a list of resources and materials needed, a projected cost for completing the product, and a schedule for meeting with the student. Students must log in a minimum of 10 contact hours with the mentor in order to get full credit for this requirement.
- Complete the ***Mentor Log*** at the conclusion of each meeting, after student has recorded the appropriate information for the session.
- Communication information can be found on the title page of this manual and at the bottom of this page. Please feel free to contact anyone connected with Senior Project at any time during the semester. This is especially important if you have any concerns about the student you are mentoring.

Evaluate and verify the student's Senior Project *product* using the *Mentor's Evaluation Form on page 6 of this manual*. The student's Senior Project *product* must be completed by the deadlines indicated on the Pacing Guide for each semester. Your evaluation of the student will count as 5% of the student's final English grade; therefore it is vital that you complete these forms and mail or fax them by the appropriate deadline for the semester in which you are mentoring. Failure to do so will negate a student's eligibility to present.

1st Semester **Mentor Evaluation and Product Verification Form** must be mailed or faxed by **OCTOBER 25, 2016**.

2nd Semester **Mentor Evaluation and Product Verification Form** must be mailed or faxed by **MARCH, 2016**.

*Mentor's Evaluation and Verification of Hours Form should be mailed or faxed by the appropriate deadline to*

Connie Nelson, Senior Project Mentor Coordinator  
Hillgrove High School  
4165 Luther Ward Road  
Powder Springs, GA 30127  
Fax: 678-331-8128

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**Pacing Guide Fall Semester 2016**

<b><u>Due Dates</u></b>	<b><u>Events</u></b>
Aug 1-5	Introduction of Senior Project
Aug. 9	Resume
Aug. 9	Consequences of Failure to Meet Deadlines Form
Aug. 16	Approval of Research Topic & Product and Mentor by Approval Committee
Aug. 16	Signed Parent Consent Form (pending upon approval)
Aug. 23	Submit Mentor Information on-line
Aug. 22-26	Verification of Mentors by Mentor Coordinator
Aug. 22- Oct. 7	Classes work on research papers according to teacher schedules
Sept. 20	1 <sup>st</sup> Mentor Log Check by English teacher (Minimum of 4 hours) *No changes to product accepted after this date. **Last day to verify a mentor.
Oct. 11	Deadline for completion of research paper
Oct. 11	2 <sup>nd</sup> Mentor Log Check by English teacher (Minimum 7 hours)
Oct. 25	Deadline for 10 mentor hours- Work with mentor completed
Oct. 25	3 <sup>rd</sup> Mentor Log Check by English teacher (Minimum 10 hours: Product completed)
Oct. 25	Deadline for postmark/ fax of Mentor Evaluation/ Product Verification Forms
Oct. 25	Letter to Judges due
Nov. 1	Thank-you note to mentor due (verified by teacher)
Nov. 7	Portfolios due
Nov. 7	<b>ALL SENIOR PROJECT MATERIALS MUST BE COMPLETED IN ORDER TO PRESENT.</b>
Nov. 17	<b><i>Senior Project Boards Night!</i></b>
Nov. 18	Senior Evaluation of Senior Project

<b><u>Due Dates</u></b>	<b><u>Events</u></b>
Jan. 5-8	Introduction of Senior Project
Jan. 12	Resume
Jan. 12	Consequences of Failure to Meet Deadlines Form
Jan. 19	Approval of Research Topic & Product and Mentor by Approval Committee
Jan. 19	Signed Parent Consent Form (pending upon approval)
Jan. 26	Submit Mentor Information on-line
Jan. 25-29	Verification of Mentors by Mentor Coordinator
Jan. 25- March 4	Classes work on research papers according to teacher schedules
Feb. 23	1 <sup>st</sup> Mentor Log Check by English teacher (Minimum of 4 hours) *No changes to product accepted after this date. **Last day to verify a mentor.
March 1	Deadline for completion of research paper
March 8	2 <sup>nd</sup> Mentor Log Check by English teacher (Minimum 7 hours)
March 22	Deadline for 10 mentor hours- Work with mentor completed
March 22	3 <sup>rd</sup> Mentor Log Check by English teacher (Minimum 10 hours: Product completed)
March 22	Deadline for postmark/ fax of Mentor Evaluation/ Product Verification Forms
March 22	Letter to Judges due
March 29	Thank-you note to mentor due (verified by teacher)
March 29	Portfolios due
Apr. 12	<b>ALL SENIOR PROJECT MATERIALS MUST BE COMPLETED IN ORDER TO PRESENT.</b>
Apr. 21	<b><i>Senior Project Boards Night!</i></b>
Apr. 22	Senior Evaluation of Senior Project

# Guidelines for Choosing a Product

In an effort to get more productive and better quality products, we are looking to make some improvements to common Senior Project products. A product is something you physically make, a specific skill you learn, or a service you perform for the community. If you choose one of the following topics, the following are the minimum requirements.

Coaching a sport:

- You work with the team for a the whole season (even if it is more than 10 hours)
- You watch at least one game early in the season and find 2-3 skills the team needs to work on
- You create practices which address improvement of each of these skills
- You watch at least one game and reflect on how your practices affected the team's performance

Teaching a class:

- You will work with the teacher to discuss what skills you will teach.
- You will create a lesson plan according to state standards that address the skills.
- You will create an assessment for the students to judge how they perform the skills.
- You will reflect on what you did well and what you need to improve upon.

Medical Field:

- Due to patient confidentiality and product guidelines, the medical field is not a good area to work within Senior Project. Are you willing to let another student learn a medical skill with your body? What will you create that is a 10 hour stretch? Most likely, a service to the community is your best bet. Proceed with caution.

Personal Training:

- Initial analysis of a client
- Initial physical measurements of client and strength measurements
- Creation of a work out plan for the client
- Log of all exercises done (what exercise, repetitions, sets, amount of weight) each day
- Final assessment of client (physical and strength measurements)

Learning to play an instrument:

- This will take more than 10 hours.
- Consider how you will show your learned skill (what song will you play?)

Business or Real Estate:

- Again, consider what your product will be before committing to this idea.
- Job shadowing is not a product.

Event Planning/Charity Drives:

- Your event must take place before Senior Project hours are due.
- Be conscientious about what event you plan. The date should be something that is set and will not change. Last minute changes causing your event to take place after hours are due is not an excuse.
- You should attend the event to take pictures and reflect on what worked and what needs improvement.



- Events must be large scale. Birthdays, baby showers, and wedding showers, while important, are not events that lend themselves to a Senior Project stretch.

Topics to avoid:

- Body piercing
- Tattoo art
- Topics related to family business
- Medical field

## Mentor Evaluation and Product Verification Form

Student \_\_\_\_\_ English Teacher \_\_\_\_\_ Mentor \_\_\_\_\_

You may mail or fax this form to:  
 Connie Nelson  
 4165 Luther Ward Road  
 Powder Springs, GA 30127  
 Fax: 678-331-8128

Please refer to the Grading Scale/Points column to determine the student's grade for each category.

Category	Criteria	Grading Scale/Points	Points/20
Initiative/Energy	<ul style="list-style-type: none"> <li>• Demonstrated initiative on project</li> <li>• Asked appropriate questions</li> <li>• Exhibited enthusiasm</li> </ul>	20 Exceeded expectations	/20
Timeliness/Organization	<ul style="list-style-type: none"> <li>• Punctual</li> <li>• Met deadlines</li> <li>• Organized time and tasks effectively</li> </ul>	19 18 Fully met expectations	/20
Commitment/Dependability	<ul style="list-style-type: none"> <li>• Demonstrated reliability</li> <li>• Kept all commitments</li> <li>• Showed dedication to success of project</li> </ul>	17 16 Adequately met expectations	/20
Problem Solving/Creativity	<ul style="list-style-type: none"> <li>• Demonstrated ability to overcome setbacks</li> <li>• Sought alternate solutions to problems</li> <li>• Looked for ways to improve</li> </ul>	15 14 Barely met minimal expectations	/20
Attitude/Etiquette	<ul style="list-style-type: none"> <li>• Appropriate dress and grooming</li> <li>• Accepted constructive criticism</li> <li>• Courteous/Worked well with others</li> </ul>	13 12 11 10 } Failed to meet minimal expectations	/20
<b>Total</b>			<b>/100</b>

Please verify this student's efforts on his or her Senior Project by answering the following questions:

1) Verify the number of hours spent on this project: Hours: \_\_\_\_\_

Comments:

2) How challenging and what challenges has this student encountered and overcome?

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

# HHS

Emily Ellwood  
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4165 Luther Ward Road  
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