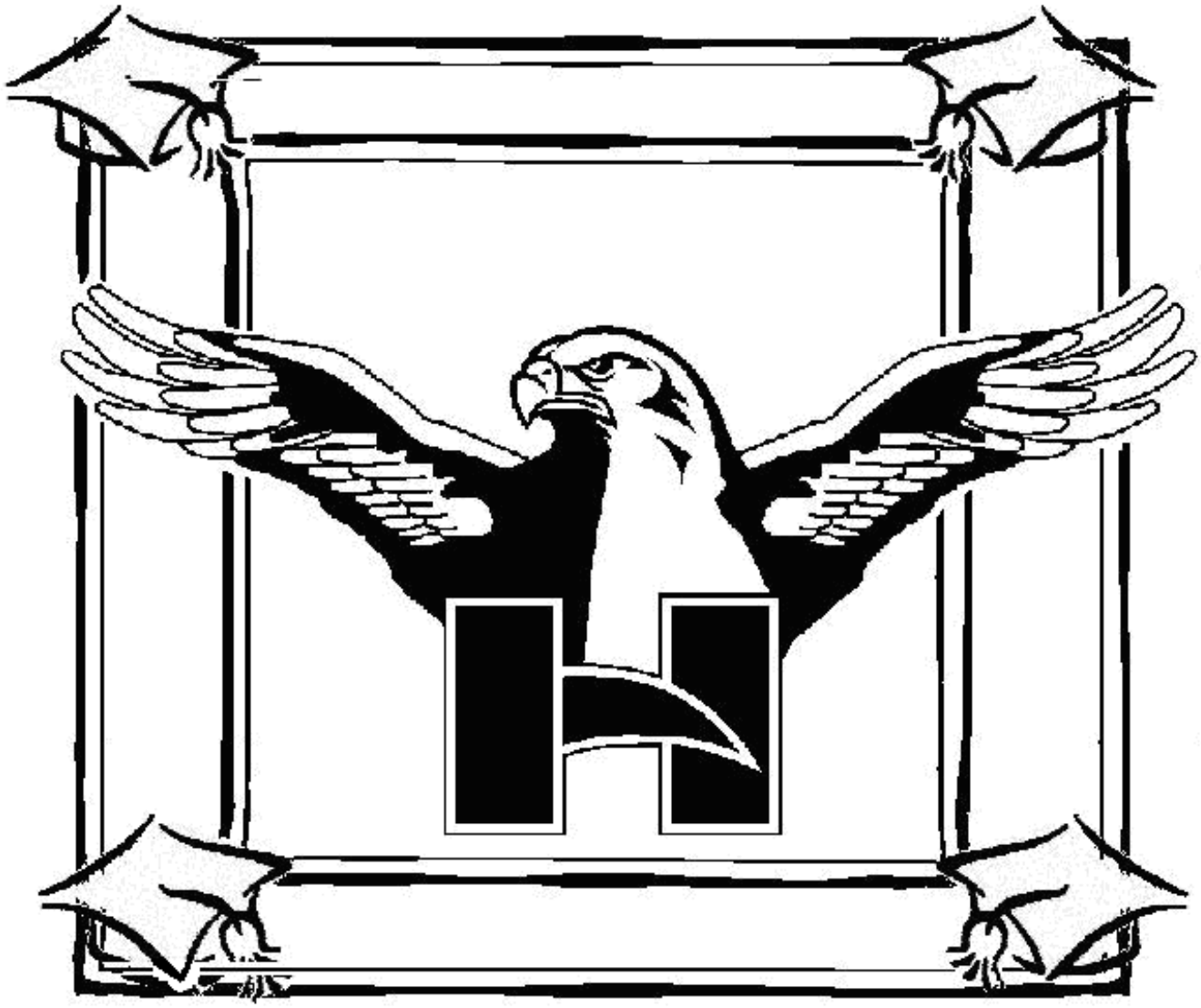
Hillgrove High School

SENIOR PROJECT



MENTOR MANUAL

2017- 2018

Hillgrove High School

SENIOR PROJECT 2017-2018

Principal
Angela Stewart

Senior Project Steering Committee

Senior Project Coordinator: Emily Ellwood
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
2017 - 2018

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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 Contract Form-** student mentee may return this to the school by **SEPTEMBER 19, 2017** & **Mentor Evaluation and Product Verification Form** must be mailed or faxed by **OCTOBER 24, 2017.**

2nd Semester **Mentor Contract Form-** student mentee may return this to the school by **FEBRUARY 13, 2018** & **Mentor Evaluation and Product Verification Form** must be mailed or faxed by **MARCH 27, 2018.**

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

Pacing Guide Fall Semester 2017

Due Dates	**Events**
July 31-Aug. 4	Introduction of Senior Project
Aug. 8	Resume
Aug. 8	Consequences of Failure to Meet Deadlines Form
Aug. 15	Approval of Research Topic & Product and Mentor by Approval Committee
Aug. 15	Signed Parent Consent Form (pending upon approval)
Aug. 22	Submit Mentor Information on-line
Aug. 21-25	Verification of Mentors by Mentor Coordinator
Aug. 21- Oct. 6	Classes work on research papers according to teacher schedules
Sept. 19	1st Mentor Log Check by English teacher (Minimum of 4 hours) & Mentor Contracts Due *No changes to product accepted after this date. **Last day to verify a mentor.
Oct. 10	Deadline for completion of research paper
Oct. 10	2nd Mentor Log Check by English teacher (Minimum 7 hours)
Oct. 24	Deadline for 10 mentor hours- Work with mentor completed
Oct. 24	3rd Mentor Log Check by English teacher (Minimum 10 hours: Product completed)
Oct. 24	Deadline for postmark/ fax of Mentor Evaluation/ Product Verification Forms
Oct. 24	Letter to Judges due
Oct. 31	Thank-you note to mentor due (verified by teacher)
Oct. 31	Portfolios due
Oct. 31	ALL SENIOR PROJECT MATERIALS MUST BE COMPLETED IN ORDER TO PRESENT.
Nov. 16	***Senior Project Boards Night!***
Nov. 17	Senior Evaluation of Senior Project

P a c i n g G u i d e Spring Semester 2018

Due Dates	**Events**
Jan. 4-8	Introduction of Senior Project
Jan. 16	Resume
Jan. 16	Consequences of Failure to Meet Deadlines Form
Jan. 16	Approval of Research Topic & Product and Mentor by Approval Committee
Jan. 16	Signed Parent Consent Form (pending upon approval)
Jan. 23	Submit Mentor Information on-line
Jan. 22-26	Verification of Mentors by Mentor Coordinator
Jan. 22-March 2	Classes work on research papers according to teacher schedules
Feb. 13	1st Mentor Log Check by English teacher (Minimum of 4 hours) & Mentor Contract Due *No changes to product accepted after this date. **Last day to verify a mentor.
March 6	Deadline for completion of research paper
March 6	2nd Mentor Log Check by English teacher (Minimum 7 hours)
March 27	Deadline for 10 mentor hours- Work with mentor completed
March 27	3rd Mentor Log Check by English teacher (Minimum 10 hours: Product completed)
March 27	Deadline for postmark/ fax of Mentor Evaluation/ Product Verification Forms
March 27	Letter to Judges due
April 10	Thank-you note to mentor due (verified by teacher)
April 10	Portfolios due
Apr. 10	ALL SENIOR PROJECT MATERIALS MUST BE COMPLETED IN ORDER TO PRESENT.
Apr. 19	***Senior Project Boards Night!***
Apr. 20	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

*A full page print out is available on the website: hillgroveseniorproject.weebly.com

HILLGROVE HIGH SCHOOL SENIOR PROJECT EVALUATION

COMPLETED FORMS MUST BE MAILED OR FAXED TO: Dr. Connie Nelson 4165 Luther Ward Road , Powder Springs, GA 30127
E-mailed or hand-delivered forms will not be accepted FAX: 678-331-8128

STUDENT NAME _____ MENTOR NAME_____ ENGLISH TEACHER_____

TOTAL MUMBER OF MENTORSHIP HOURS_____ COMMENTS_____

On a 1-25 numerical scale, indicate level of student performance in the following categories by circling the most appropriate number.

INITIATIVE/ENERGY/ATTITUDE •Demonstrated initiative •Asked appropriate questions •Exhibited enthusiasm •Accepted constructive criticism

NOT EVIDENT ACCEPTABLE EXCEEDED EXPECTATIONS

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

COMMITMENT/DEPENDABILITY •Demonstrated reliability •Kept all commitments •Showed dedication to success of project

NOT EVIDENT ACCEPTABLE EXCEEDED EXPECTATIONS

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

PROBLEM SOLVING/ CREATIVITY •Demonstrated ability to overcome setbacks •Sought alternate solutions to problems •Looked for ways to improve

NOT EVIDENT ACCEPTABLE EXCEEDED EXPECTATIONS

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

TIMELINESS/ORGANIZATION •Punctual •Met deadlines •Managed time and tasks effectively

NOT EVIDENT ACCEPTABLE EXCEEDED EXPECTATIONS

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

PLEASE ADD UP THE TOTAL POINTS _____**/100 POINTS**

WRITTEN EVALUATION OF STUDENT MENTORSHIP _____

_____

_____

MENTOR SIGNATURE _____ **DATE** _____ **PHONE** _____

Mentor Contract

*A full page print out is available on the website: hillgroveseniorproject.weebly.com

HILLGROVE HIGH SCHOOL SENIOR PROJECT EVALUATION MENTOR/STUDENT CONTRACT FORM

ONCE COMPLETED, THIS FORM MUST BE SIGNED BY THE BOTH THE MENTOR AND THE STUDENT AND RETURNED TO THE HILLGROVE HIGH SCHOOL FRONT OFFICE BY THE STUDENT OR THE MENTOR

Dear Hillgrove High School Senior Project Mentor,

Thank you for sharing your time and expertise with our Hillgrove students. We appreciate your dedication to our students as they prepare for life beyond high school.

This capstone project requires students to complete the following:

- Research paper on a topic relevant to mentorship experience
- Product created with mentor
- Portfolio containing the research paper, a resume, and information regarding the product and mentorship
- Presentation to a panel of judges

MENTOR QUALIFICATIONS & RESPONSIBILITIES

MENTOR QUALIFICATIONS

- Cannot be a member of the student's family
- Must be an adult of at least 21 years of age
- Must be an expert or professional in the field/area of mentorship
- Cannot be a faculty member of Hillgrove High School

MENTOR RESPONSIBILITIES

- Advising and assisting the student in the planning and development of his or her product
- Committing a minimum of 10 mentorship hours to the student
- Evaluating (grading) the performance of the student during the mentorship
- Completing and returning the Hillgrove High School Senior Project Evaluation Form via fax or mail by the due date

STUDENT SECTION

BY SIGNING BELOW, YOU ARE AGREEING TO THE ABOVE TERMS

STUDENT NAME _____ **ENGLISH TEACHER** _____

STUDENT SIGNATURE _____ **DATE** _____

MENTOR SECTION

BY SIGNING BELOW, YOU ARE AGREEING TO THE ABOVE TERMS

MENTOR NAME _____ **PHONE** _____

E-MAIL _____

MENTOR SIGNATURE _____ **DATE** _____

HHS

Emily Ellwood
Senior Project Coordinator
Hillgrove High School
4165 Luther Ward Road
Powder Springs, GA 30127

678-331-3961

Emily.Ellwood@cobbk12.org