

# Garden Spot High School

New Holland, PA 17557



Guidance Telephone: (717) 354-1571

## Graduation Project

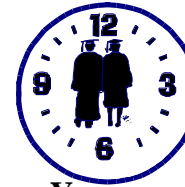
### In Compliance with the Pennsylvania State Board of Education's Chapter 4 Regulations:

*“Requirements for graduation shall include course completion and grades, completion of a culminating project, and results of local assessments aligned with the academic standards.*

*The purpose of the culmination project is to assure that students are able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding.”*

*PA School Code  
Section 4.13/4.24*

### SUGGESTED TIMELINE



#### Freshman/Sophomore Year

- Interviews, Interview Questionnaire Form, Choices, Career Plan Worksheet

#### Junior Year

- Résumé
- Turn in Shadowing Experience Approval Form
- Shadowing Experience

#### Senior Year

- 8-Hour Shadowing Experience completed
- Student Evaluation/Reflection Form
- Thank You Letter
- Presentation/Evaluation of Project in February
- Remediation--if necessary
- Second Presentation in April



(Needed forms and more detailed instructions will be provided at scheduled meetings with students.)

## **PROJECT REQUIREMENTS:**

### **I. Conduct three interviews on careers--**

At least two face-to-face personal interviews.  
Other interviews may include telephone conversations, Internet, correspondence, letters, surveys, or questionnaires.

### **II. Complete Questionnaire Form for each interview.**

### **III. Use the CHOICES computer program to complete the following:**

- ↳ Print the Career Area Interest and Aptitude checklist results from the *Choices* Career software program.
- ↳ Printout of a short report on at least one career based on checklist results.

### **IV. Complete the Career Plan Worksheet using information from the Choices computer program.**

### **V. Prepare a résumé based on the student's career research or on personal information.**

(If using a résumé done in conjunction with a class, student should have received a "C" or better or at least a "Proficient" rating on a standard rubric.)

### **VI. Turn in Shadowing Experience Approval Form with signatures.**

## **VII. Complete shadowing experience equivalent of an 8-hour workday.**

### **Purpose of the Shadowing Experience:**

To give students the opportunity to experience a day on the job learning from an experienced employee about a particular occupation or industry. This experience should provide students with an up-close look at what a "real job" is like and how the skills they learn in school can be used on the job.

### **Shadowing Experience Requirements:**

- This experience is a non-paid workday arranged by the student outside the school day and approved by the student's graduation project advisor.
- The student is responsible for transportation to and from the job and arranging a mutually convenient time with the employer/supervisor for this experience.
- The student will complete the approval form with the required signatures **prior** to the shadowing experience.

## **VIII. Complete Student Evaluation/Reflection Form on the shadowing experience.**

## **IX. Keep a copy of the Thank You Letter sent to the person hosting the shadowing experience.**

## **X. Prepare a research paper of 3-4 typed pages using MLA documentation with a minimum of 3-5 sources (5 for Distinguished) :**

(If this paper is done in conjunction with a class assignment, student should have received a "C" or better or at least a "Proficient" rating using the research paper rubric. Review your copy of the research paper rubric for details on the evaluation.)

## **XI. Oral Presentation of at least 3 to 5 minutes on the project will be given by each student and a check of required materials and forms.**

A presentation time will be given to each student to turn in the following items and to give a presentation:

- Interview Questionnaire Form
  - Information from the Choices Program
- (Interest & Aptitude Checklists and a Printout of a Report based on Checklist Results)
  - Career Plan Worksheet
  - Résumé\*
  - Shadowing Experience Evaluation/ Reflection Form
  - Copy of Thank You Letter\*
  - Research Paper\*

\*The items above with an asterisk\* (Résumé, Thank You Letter, and Research Paper) should be stamped and graded by the teacher in whose class the work originates or by the evaluation team.

**Oral Presentation Format:**

- Describe your shadowing experience and your interviews.
- Why did you choose the career(s) you selected?
- Discuss your research paper.
- What did you learn from your total high school experience at Garden Spot?

**XII. Project evaluation by a panel of 3 teachers/administrators will be based on the Performance Rubric (See back panel of this brochure).**

**XIII. Remediation if needed and a second presentation and evaluation will be needed if student receives a “Not Proficient” evaluation on the project.**

**\*XIV. Students who do not achieve the Proficient Level for either the Oral or Portfolio component at the April presentation will not be candidates for June graduation. These students will need to remediate the project after the June graduation date and will receive their diplomas once Proficiency has been attained. Students who have not attained Proficiency by the start of the next school year will be considered a member of that year’s senior class and will need to fulfill all requirements for graduation.**

## PERFORMANCE RUBRIC

**Distinguished:** All requirements are present and all graded submissions and the Portfolio Presentation are evaluated as an “A” or at a “Distinguished” level on a standard rubric. Distinguished passes graduation project requirements. Presentations not meeting the February deadline or remediated presentations will not be rated higher than Proficient.

**Proficient:** All requirements are present and all graded submissions and the Portfolio Presentation are evaluated as a “C” or better or at a “Proficient” level or better on a standard rubric. Proficient passes graduation project requirements.

**Not Proficient:** The portfolio is missing one or more requirements and/or one or more submissions are evaluated below a “C” or below “Proficiency” level on a standard rubric. If any work included in the portfolio is found to not represent the student’s own work, the student’s graduation project will receive a “Not Proficient” rating. “Not Proficient” does not pass graduation project requirements and signifies a need for revision of the portfolio followed by a second presentation.