

# Columbia High School



# Culminating Project Manual

## Class of 2012

## Table Of Contents

Cover	1
Table of Contents	2
Parent Letter	3
The Four Phases of the Culminating Project	4
Choosing a Project	5
Deadlines and Penalties	6
Due Dates for Junior Research Paper	7
Parent Consent Form	8
Letter of Intent	9
Choosing a Mentor	10
Mentor Guidelines	11
Mentor Information Sheet	12
Mentor Verification #1	13
Mentor Verification #2	14
Mentor Verification #3	15
Mentor Evaluation	16
Hours Log	17
Project Portfolio Rubric	18

**\*\*In your portfolio, you will replace this Table of Contents with your own to include personalized elements of your project!\*\***

## **Dear Parents or Guardians:**

RE: Culminating Graduation Project

In accordance with state law, Columbia High School has instituted a culminating project as part of our graduation requirements. Students will begin this project during their junior year with a research paper and complete a related physical project usually during senior year. Any student who does not successfully complete all the required elements of the project by the assigned deadlines will not walk at graduation with his/her class.

Please take time to review with your student all the material in the enclosed packet. All juniors are required to have a signed parental consent form submitted prior to beginning their research papers and projects.

Thank you.

# THE FOUR PHASES OF THE CULMINATING PROJECT

## Research Paper

The student should pick a topic of interest carefully and be prepared to research it in detail. The student will write a research paper in MLA format, using a wide variety of resources which will be discussed in English class. There is a minimum requirement of 10 pages for this paper, and it should not exceed 15 pages. It should be typed in Times New Roman, 12 point font. This paper meets the district writing exit requirements for graduation as well as being an important component of junior English.

## The Project

Once the research paper is passed, the student may begin the project. The project must be related in some way to the content of the paper. Students should choose a project which allows them to explore and attempt skills they have not previously mastered, but it should also relate to an interest the student has or connect to possible career applications. Students will spend a minimum of 30 hours on the project. In reality, many students are likely to spend more than the required time. Any student who spends over 30 hours on the project and meets all other deadlines will be eligible for a final grade of A. Students should keep a log of their hours and have the mentor verify the time. The log will be included in the portfolio. Projects may take the form of a product, a performance, a demonstration, or a presentation.

## The Portfolio

All paperwork connected with the culminating project will be kept in a ½ inch presentation binder. This will include the required paperwork, all logs, all interviews, the research paper, and any photographs documenting the work.

## The Presentation

In late May, all seniors will present their portfolios and make an eight to ten minute speech about their project to a panel of judges. The judges will ask the student questions at the end of the speech and give the student a written evaluation. Students will be offered school time to write and rehearse the speeches.

## CULMINATING PROJECT

## CHOOSING A PROJECT

Physical project	You can see and touch your project.
Performance	You will act, sing, play an original composition, conduct, teach, coach, direct, organize an event, etc.
Shadowing	A physical project or performance based on learning a new skill through job shadowing.

## EXAMPLES OF 30 HOUR PROJECTS

Physical	Build a telescope, rebuild an engine, sew a quilt.
Performance	Organize a blood drive, perform an interpretative dance, learn to fly fish.
Shadow/physical	After job shadowing, create a physical project like a pamphlet about job safety or a video demonstrating CPR on a mannequin.
Shadow/performance	After job shadowing, do something like teach a class, coach a team, or perform an interpretive monologue.

## EXAMPLES OF RESEARCH PAPERS AND RELATED PROJECTS

### Paper Topic

Computer animation  
Auto mechanics  
Sports  
Business  
Child care  
Gun control  
Children's literature

### Project

Design a computer animated game  
Rebuild an engine  
Coach a youth team  
Screen-print and sell t-shirts  
Volunteer at a day care center  
Teach a marksmanship course  
Write a children's book

## **CULMINATING PROJECT DEADLINES AND PENALTIES**

The culminating project calendar requires strict adherence. Incomplete required work or missed deadlines will lower your grade and may result in failure. Such failure to meet the requirements will jeopardize your graduation.

If you are over five days late for any due date, you will fail that portion of the project. To compensate for this you will be required to attend school after graduation to make up the time. At that point you may obtain your diploma.

### **ONLY THOSE SENIORS WHO SUCCESSFULLY COMPLETE ALL PORTIONS OF THE CULMINATING PROJECT WILL WALK AT GRADUATION.**

- If you are late on one deadline, your grade will drop by 1/3. For example from B to B-.
- If you are late on two deadlines, your grade will drop one full letter grade. For example from B to C.
- If you are late on three deadlines, you will not walk at graduation. You must make up three days at school after graduation to receive your diploma.
- If you are late on four deadlines, you will fail the senior project.

**IT IS YOUR RESPONSIBILITY TO MEET ALL REQUIREMENTS AND DEADLINES.**

## **DUE DATES FOR JUNIOR RESEARCH PAPER**

<b>TENTATIVE TOPIC</b>	<b>JANUARY 28, 2011</b>
<b>LETTER OF INTENT</b>	<b>FEBRUARY 4, 2011</b>
<b>PARENT CONSENT FORM</b>	<b>FEBRUARY 4, 2011</b>
<b>MENTOR VERIFICATION</b>	<b>FEBRUARY 4, 2011</b>
<b>ANNOTATED BIBLIOGRAPHY</b>	<b>FEBRUARY 9, 2011</b>
<b>ROUGH DRAFT OF OUTLINE</b>	<b>FEBRUARY 11, 2011</b>
<b>NOTE CARDS</b>	<b>FEBRUARY 22, 2011</b>
<b>FINAL DRAFT OF OUTLINE</b>	<b>FEBRUARY 22, 2011</b>
<b>FIRST 2 PAGES OF ROUGH DRAFT</b>	<b>FEBRUARY 25, 2011</b>
<b>SECOND 2 PAGES OF ROUGH DRAFT</b>	<b>MARCH 2, 2011</b>
<b>THIRD 2 PAGES OF ROUGH DRAFT</b>	<b>MARCH 4, 2011</b>
<b>FOURTH 2 PAGES OF ROUGH DRAFT</b>	<b>MARCH 8, 2011</b>
<b>COMPLETED ROUGH DRAFT</b>	<b>MARCH 10, 2011</b>
<b>FINAL DRAFT SUBMITTED</b>	<b>MARCH 18, 2011</b>

**PLEASE NOTE:**

**Students who do not pass the research paper as a writing exit may not begin the culminating project until they have done so and ultimately will not be able to graduate.**

## CULMINATING PROJECT PARENT CONSENT FORM

As a parent or guardian of a junior at Columbia High School, I am aware that my student, in order to graduate according to the guidelines of the state of Washington, must pass all phases of the junior research paper and the culminating project and meet the assigned deadlines. For the physical aspect of the project my student has decided to:

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The project selection process is a collaboration between the junior, his/her parent or guardian, and his/her teacher. However, I fully understand that completing this project is independent of the staff and administration of Columbia High School. Projects which pose a potential risk of physical injury to the student should not be undertaken. I recognize and agree that the district is not responsible for any possible risks that might exist for the student participating in such activity or any cost that might be incurred.

Parent or guardian signature \_\_\_\_\_

Please print your name here \_\_\_\_\_

Student's signature \_\_\_\_\_

Print student's name here \_\_\_\_\_

Date \_\_\_\_\_

Home phone \_\_\_\_\_

## CULMINATING PROJECT LETTER OF INTENT

The letter of intent is a formal letter that is addressed to your teacher and identifies what you will be researching (the paper) and what you will be doing or creating (the project.)

This letter is due:\_\_\_\_\_.

Use the following format:

Your street address  
City, State Zip Code

Date

Dear \_\_\_\_\_,

1<sup>st</sup> paragraph Reflects your interest in the topic. Clearly shows how this will be a learning stretch for you.

2<sup>nd</sup> paragraph Describes in detail what you will be researching. State your tentative thesis. Identify various sources you intend to use including who you may interview.

3<sup>rd</sup> paragraph Start with a transitional sentence that shows the correlation between your paper and your project. Describe your physical project in detail, including how you plan to achieve your goals.

4<sup>th</sup> paragraph Your disclaimer against plagiarism and fraudulent behavior. Include at least two sentences that indicate your understanding of plagiarism and fraud and explain that you know the repercussions of these acts – **FAILURE**.

Sincerely,

*Your signature*

Your name typed

The paragraphs of the letter should be single spaced. Double space between the address and the date, between the date and the salutation, between the salutation and the body of the paper, between each paragraph, and after the last paragraph and before the closing. Then skip 4 spaces so that you'll have room to sign your name; then type your formal name. Do not use nicknames.

All margins are aligned to the left. Do not indent your paragraphs. Use 1" margins left and right and Times New Roman, 12 point font.

## CULMINATING PROJECT

## CHOOSING A MENTOR

A mentor is a wise and trusted counselor or teacher. Your mentor for the culminating project is your most valuable resource. He/she must be over 21 years of age and should be a member of our community in the Tri-City area. It is recommended that you not have a parent as your mentor. A family friend or other relative is acceptable.

The mentor has many roles to fill. He/she provides expertise, advice, and feedback and also evaluates your final project. It is very important that you choose a mentor who is dependable and responsible. You will spend a lot of time together, so you should pick someone with whom you can get along.

Prior to choosing your mentor, you need to clearly define your project. Be sure to discuss your needs with your mentor, including the time, commitment, and what you hope to accomplish with your final project.

Once you choose a mentor, give him/her a copy of the mentor guidelines. Discuss them with your mentor. Then have your mentor complete the mentor information sheet. Once you have explained your project, the role of the mentor in your project, and had your mentor complete the information sheet, it is time for your mentor verification sheet #1.

**Note:** Your research paper is due March 18, 2011. You may not start the project until after your paper has been passed.

**YOU NEED TO HAVE YOUR MENTOR BY FEBRUARY 4, 2011.**

## **Mentor Guidelines**

1. **The Mentor should act as a guide** for the student in the pursuit of his/her culminating project.
2. **The Mentor should NOT do the work.** That is the student's responsibility.
3. **The Mentor should be committed** to helping the student overcome the difficulties that will arise while completing the project.

## **Duties of the Mentor**

1. Mentors must approve the student's project. If they do not approve, they should try to make suggestions that would make the project acceptable.
2. Mentors should be in contact with the student on an average of once a week. They should be available to the student on a regular basis.
3. Mentors should be able to help students confront the technical aspects of their project and advise them when difficulties arise.
4. Mentors must sign the Mentor Information Sheet to indicate their willingness to serve as a mentor, complete the verification and evaluation forms, and sign off on the hours worked by the students on their logs.
5. Mentors will be invited, and are encouraged, to attend the presentation of their student's project.

**MENTORS MAKE THE CULMINATING PROJECT POSSIBLE! YOUR TIME AND ENERGY ARE APPRECIATED. THANK YOU FROM ALL OF US AT COLUMBIA HIGH SCHOOL.**

# CULMINATING PROJECT MENTOR INFORMATION SHEET

At your first meeting with your mentor, complete the following information with him/her.

STUDENT NAME \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

.....

MENTOR'S NAME \_\_\_\_\_

OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ CELL PHONE \_\_\_\_\_

.....

## MENTOR'S AGREEMENT TO WORK WITH THE STUDENT ON THIS PROJECT

I have read the mentor guidelines, duties of the mentor, and the mentor verification forms with the student. I have discussed the project with the student and approved it. I am willing to act as a mentor for this student.

\_\_\_\_\_  
Mentor's Signature

\_\_\_\_\_  
Date

## STUDENT'S AGREEMENT TO WORK WITH THE MENTOR ON THIS PROJECT

I have read the mentor guidelines, duties of the mentor, and the mentor verification forms with my mentor. I have discussed my project with my mentor, and I am willing to have this mentor help me with my project.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

DUE DATE \_\_\_\_\_

# CULMINATING PROJECT

# MENTOR VERIFICATION #1

Student's Name \_\_\_\_\_

Project Title \_\_\_\_\_

To Culminating Project Mentor:

Thank you for volunteering your time as a mentor for the culminating project of the Columbia High School student named above. The staff of the Columbia School District appreciates the time, effort, and energy that you will spend helping this student complete his/her project.

Each culminating project is unique; therefore, the roles of the mentors will vary. It is up to the student to explain his/her project to you. The student must commit to a minimum of 30 hours on this project. Most students will spend more time than that. This time will be spent outside of the classroom, so we will need verification of the student's efforts from you.

We ask each mentor to complete and sign all three verification forms. The student will bring each form to you prior to the deadline for that form. After you have filled out the verification form, the student will turn it in to his/her advisor. The student will also be keeping a log of hours spent on the project, and we ask that you initial the log entries.



VERIFICATION FORM #1

DUE DATE IS \_\_\_\_\_

At our first meeting, the student:

- |                           |     |    |
|---------------------------|-----|----|
| 1. Was on time            | Yes | No |
| 2. Was courteous          | Yes | No |
| 3. Described the project  | Yes | No |
| 4. Responded to questions | Yes | No |

Additional comments:



Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Mentor's Name \_\_\_\_\_ Phone # \_\_\_\_\_

# CULMINATING PROJECT

# MENTOR VERIFICATION # 2

Student's Name \_\_\_\_\_

Project Title \_\_\_\_\_



VERIFICATION FORM # 2

DUE DATE IS \_\_\_\_\_

At this point, the student:

- |                                |     |    |
|--------------------------------|-----|----|
| 1. Shows responsibility        | Yes | No |
| 2. Is courteous                | Yes | No |
| 3. Shows commitment            | Yes | No |
| 4. Sets and meets goals        | Yes | No |
| 5. Is on target for completion | Yes | No |

Additional comments:

If you have concerns regarding this student and/or his or her ability to finish this project, please state them here:



Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Mentor's Name \_\_\_\_\_ Phone # \_\_\_\_\_

# CULMINATING PROJECT

# MENTOR VERIFICATION #3

Student's Name \_\_\_\_\_

Project Title \_\_\_\_\_



VERIFICATION FORM #3: FINAL EVALUATION      DUE DATE IS \_\_\_\_\_

1. Can you verify that the student has spent at least 30 hours working on this project?

Yes                      No

Comment:

2. Have you seen this project at different stages of completion (not just the final stage)?

Yes                      No

Comment:

3. What problems did this student encounter and overcome?

4. What successes have you seen this student achieve?



Thank you for mentoring this student. Please sign this form and return it to the student.

Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Mentor's Name \_\_\_\_\_ Phone # \_\_\_\_\_

**MENTOR EVALUATION FOR CULMINATING PROJECT**

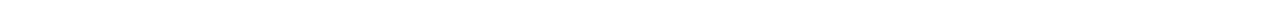
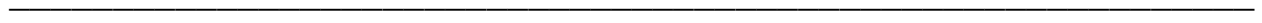
Student \_\_\_\_\_ Project Title \_\_\_\_\_



**SCORE THIS SECTION FOR ALL PROJECTS**

Purpose of Project	A	B	C	D	NA
Quality of Project	A	B	C	D	NA
Use of Resources	A	B	C	D	NA
Use of Technology	A	B	C	D	NA

**Comments:** \_\_\_\_\_



\*\*\*\*\*ONLY GRADE ONE OF THE SECTIONS BELOW\*\*\*\*\*

**SCORE THIS SECTION FOR PERFORMANCE BASED PROJECTS ONLY**

Interest Level	A	B	C	D	NA
Maturity Level	A	B	C	D	NA
Knowledge Level	A	B	C	D	NA
Appropriate Behavior	A	B	C	D	NA

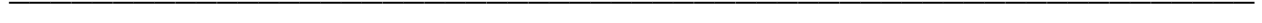
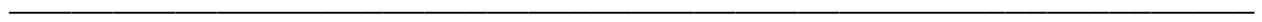
**Comments:** \_\_\_\_\_



**SCORE THIS SECTION FOR PRODUCT BASED PROJECTS ONLY**

Interest Level	A	B	C	D	NA
Maturity Level	A	B	C	D	NA
Knowledge Level	A	B	C	D	NA
Appropriate Behavior	A	B	C	D	NA

**Comments:** \_\_\_\_\_



YOUR MENTOR MUST GRADE YOUR PROJECT AND SIGN YOUR LOG. ALL OF THIS IS DUE \_\_\_\_\_  
ALONG WITH ANY PICTURES OF YOUR PROJECT OR THE PHYSICAL PROJECT ITSELF. GOOD LUCK!

**MENTOR'S SIGNATURE** \_\_\_\_\_



## CULMINATING PROJECT PORTFOLIO RUBRIC

Cover Page					2	1	0
Table of Contents					2	1	0
Required Handouts	5	4	3	2	1	0	
<ul style="list-style-type: none"> <li>• Four Phases of Project</li> <li>• Deadlines and Penalties</li> <li>• Due Dates for Research Paper</li> <li>• Choosing a Mentor</li> <li>• Mentor Guidelines</li> </ul>							
Mentor Forms	5	4	3	2	1	0	
<ul style="list-style-type: none"> <li>• Mentor Information Sheet</li> <li>• Verification #1</li> <li>• Verification #2</li> <li>• Verification #3</li> <li>• Mentor Evaluation</li> </ul>							
Clean Copy of Letter of Intent					2	1	0
Parent Permission Form					2	1	0
Clean Copy of Research Paper	4	3	2	1	0		
Notes from ANY Interview							
Project Hours Log/Journal	4	3	2	1	0		
Materials/Photos from the Project	4	3	2	1	0		
Clean Copy of the Reflective Paper	4	3	2	1	0		
Overall Appearance of Portfolio	5	4	3	2	1	0	

TOTAL  
SCORE

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LETTER  
GRADE

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