

**THE SENIOR PROJECT MANUAL
FOR THE CLASS OF 2025
SHAKER HEIGHTS HIGH SCHOOL**

**The following are the Faculty Adviser pairings
for 2024/2025**

A – G assigned to Mr. Schmidt, Room 178 (office) or 200 (after school)
H – O assigned to Mrs. O'Brien, Room 277 (office) or 251 (after school)
P – Z assigned to Mrs. Dora, Room 277 (office) or 276 (after school)

This manual may be found in its entirety at

<https://shhs.shaker.org/school-info/senior-project>

Pages 11-19 are referred to as the Sponsor Information Packet. Be sure to give a copy of the Packet to your Sponsor. It contains all of the forms that your Sponsor needs to complete, a copy of the Sponsor Agreement, and an Introduction Letter from your Advisers.

This guidebook is written to assist the students, sponsors, and faculty Advisers from the application process through the completion of the Senior Project. Each form needed to apply for Senior Project is included, as well as an explanation of how to complete each form and its due date. To find this manual in its entirety, go to:

<http://www.shaker.org/SeniorProjectHomePage.aspx>

Please note: When the more informal “you” is found in the text, the instructions are generally intended for the student.

The Senior Project Team wishes to acknowledge the contribution of class of 2002 members Lauren Gibbons and Kelly Murphy. Their hard work, organization, and vision changed presentation day from a closed, small group format to a community showcase. The program will be forever grateful for their lasting work. The team also wishes to thank:

Class of 2003 members Katherine Ekeberg and Sarah Ludgin
Class of 2004 members Serena Hendricks, Dominique Sherrill, and Denise Mack
Class of 2005 members Robyn Arsham, Noelle Howe, and Becky Siegel
Class of 2006 members Meghan Davis, Luisana Rojas-Rodriguez, and Megan Sauerland
Class of 2007 members Sarah Brandon, Katherine O’Byron, and Lisa Simon
Class of 2008 members Katherine Foster, Lena Newman, and Viveca Tress
Class of 2009 members Diana Hall, Daniel Linehan, and Edward Ortiz
Class of 2010 members Marisa Vavruska, Garfield White, Gabe White, and Shayla Whiley
Class of 2011 members Brittanie Calhoun, Kathryn Goodman, and Danielle Hassel
Class of 2012 members Jerri Lugo and Taylor Upshaw
Class of 2013 members Kaela Rucker, Mara Schoch, and Waverley Simmons
Class of 2014 members Dakota Biggerman, Annalise Bennett, Randall Jackson, Daysia Johnson and Dimond Woods
Class of 2015 members Taylor Butze, Kasia Hill-Watkins, and Leonna Rucker
Class of 2016 members Nate Calabrese, Alicia Kemp, and Nicole Stapp
Class of 2017 members Brent Bell, Victory Farrell, Tavion Tate, and Evan Yule
Class of 2019 members Zach Assel, Sophia Geisler, and Morgan Singleton
Class of 2020 members Jeremiah Caver and Christos Ioannou
Class of 2024 member Geniya Boone

In addition to the assistance of these former students, the following faculty members have been an invaluable resource to the current project Advisers. We wish to thank Karen Howson, Tom Patrick, Joel Rathbone, Walter Slovikovski, Amanda Rabatin, Andrea Bradd, Kathleen Fleming, Julia Johnson and Valerie Doersen. Starting in 2009, several members of the PTO were instrumental in coordinating the Sponsor Database aspect of the Senior Project program. We wish to thank Jenny Kidd and Cynthia Green for their efforts in establishing this new aspect of Senior Project. The Sponsor Database has been maintained diligently by Judy Malone, Irene Meyerhoefer, and Amy Cronin. Without their efforts, we would not be where we are today. Our community evaluators, while too numerous to thank individually, have been essential to our success and have been recruited and coordinated by Stacy Reed, Monica Lacks, Lisa Hamilton and Joanie Berger. We appreciate your assistance and we truly value the community seeing firsthand what our seniors have worked so hard to accomplish.

Thank you all very much.

Introduction to Senior Project

Senior Project was developed in the 1980s as an opportunity for a small part of the senior class to develop their creative skills and/or their understanding of specific careers before graduating from Shaker Heights High School. The internship period takes place during the last four weeks of classes in the second semester of the senior year. Since its inception, the Senior Project experience has grown tremendously. The Senior Project is designed to encourage Shaker students to examine the world outside of the High School, so that students are better prepared for life after commencement.

All students will be assigned a faculty Senior Project Adviser based on last name. The Advisers for this year are Mrs. O'Brien, Mrs. Dora, and Mr. Schmidt. The role of the faculty Adviser is to help and guide the student throughout the preparation for Senior Project. All student forms must receive the faculty Adviser's approval. Your forms should be submitted to your Adviser on or before the date they are due. At the culmination of the Senior Project, the Senior Project Adviser will coordinate the evaluation of the student's presentation.

All students who:

- Are graduation ready as determined by your counselor
- Have all school fees and fines paid to the school banker
- Have all school textbooks returned to the textbook office
- Have all school library books returned to the school library
- Are eligible based on attendance as determined by the Senior Class Assistant Principal
- Have an approved Senior Project and a Sponsor or an Employment Verification Form

are eligible to participate in Senior Project.

- A student's Senior Project could include shadowing a professional, doing research in a specific field, volunteering with a social service organization, working at an existing business, or any one of a number of other ideas that would provide the student with an enriching experience over the month of Senior Project.
- Students who have difficulty narrowing their project's scope or who are having difficulty creating a project should meet with his, her, or their Senior Project Adviser.
- The student's Senior Project Adviser may be able to help the student find a placement from a list of community organizations, businesses, and hospitals that have volunteered to take students and help to provide Senior Project experiences for them.

Senior Project Advisers (Mrs. Dora, Mrs. O'Brien, and Mr. Schmidt)

The student may choose to set up appointments to meet with his, her, or their Senior Project Adviser well in advance of deadlines. The student should not rely on last minute sessions. Just as students are busy with a number of commitments during senior year, so are Senior Project Advisers busy with classroom work, other students, and after school meetings.

A Note Regarding the Adviser-Student Partnership

The Senior Project goal over many years has been to help students produce quality projects. Constructive criticism and helpful suggestions from the committee will enable students to pursue creative Senior Projects that will provide meaningful growth experiences.

Your Advisers will make every attempt to help you salvage quality projects. With some tinkering, most projects move forward to the next step. There are projects that may be rejected. When a project proposal is rejected, direction will be given on how the student can continue to remain active in the program while developing a new project. For this reason, it is critical that you stay in contact with your Adviser throughout the early stages of your project. Be sure to not only hand in forms on time, but meet with your Adviser to ensure that your project has been accepted.

All projects are reviewed by the three Advisers working together. Reviewing Senior Projects as a group maintains the strength and integrity of the Senior Project program. Students must meet deadlines for all of their material, so that the Advisers can give students a reasonable amount of time to revise. The failure of a student to submit timely work to his or her Adviser may result in the student's disqualification from Senior Project.

Tips for a Successful Senior Project

In general, when a student is excited about a Senior Project experience, it has the greatest likelihood of being successfully completed. Students should begin thinking about potential career paths they are interested in, majors they plan to pursue in college, and fields that interest them. Students are able to split their time on Senior Project up between two potential Senior Project sites as long as a Sponsor at each site signs a Sponsor form and each Senior Project experience is approved by your Senior Project Adviser.

Another key component is communicating effectively and frequently with your Sponsor or Supervisor. Even at an unpaid internship, the Sponsor is essentially the student's "boss." In the past, students have turned Senior Project positions into full time paid internships and even careers. The Sponsor is the one who will submit a Progress Report halfway through Senior Project as well as the Final Evaluation at the end of Senior Project. Communicating and responding to feedback from your Sponsor can make for a successful Senior Project.

IF YOU ARE ENROLLED IN THE CTE PROGRAM AT THE HIGH SCHOOL OR AT OTHER SCHOOLS, YOU MAY STILL BE ABLE TO PARTICIPATE IN SENIOR PROJECT. PLEASE SEE PAGE 5 FOR ADDITIONAL INFORMATION.

Senior Project for Students Participating in CTE Programs

- Students that participate in the CTE programs have the same opportunity to participate in Senior Project as their classmates. However, due to the unique nature of your course of study, you must fulfill different requirements in order to complete your CTE program.
- Some vocational programs require that an internship be completed. Others have a final project as the requirement. Whatever your particular course of study requires, the Senior Project cannot, does not, and will not replace or change those requirements. Senior Project is not a substitute for your course of study. Often the internship, final project or other major exit requirement for your CTE program can be your Senior Project.
- Any requirement by your CTE program takes precedent over the requirements listed here.
 - For example, if your Pharmacy program requires 125 hours of contact time, you must meet that requirement rather than the 100 hours normally required for Senior Project.
 - You should discuss any of these exceptions with your Senior Project Adviser.
- You should still meet with your Adviser when you are able to discuss Senior Project. We want to make sure that all students have a great Senior Project experience.

Timeline for Senior Project 2024 – 2025

December 13th – Senior Project Introduction in Crew

January 8th – In your Crew class, you will fill out the Senior Project Form electronically and submit it to your Senior Project Advisers.

January 23rd – Your Crew teacher will receive paper copies of your proposals which have been reviewed by the Senior Project Advisers and return them to you in Crew.

February 3rd – Update on Next Steps for Senior Project in Crew.

February 12th – Turn in your signed Senior Project forms in Crew. Advisers will collect the forms from the Crew teachers during Crew.

March 6th – Crew teachers along with your Senior Project Advisers will provide guidance if you are having trouble finding a Sponsor. If you need to change your approved Project or if you just have some questions, please reach out to your Adviser.

April 9th – **Turn in your signed Sponsor Agreement or Employment Verification Form in the Senior Lounge after school.**

April 16th – Students will receive their Grade Validation forms and learn about the Senior Project Checkout Process in Crew. All Students must checkout with their Senior Project Adviser before going on Senior Project. Just because you have been approved for a Senior Project does not mean you are going on Senior Project!

April 30th – Last minute help with Senior Project will be available for Seniors on a drop in basis.

April 17th – May 1st – Students will begin the Check Out Process by obtaining signatures from teachers on their Grade Validation Form, making sure that their fines and fees are paid in the library, returning textbooks to the textbook office, returning school library books to the school library, and meeting with their counselor to submit their signed and completed Grade Validation form. You must have your Grade Validation form completed by all of your teachers **before** you meet with your counselor.

May 2nd – Students will check out for Senior Project today. You must check out **in person** with your Adviser. Only your Senior Project Adviser can check you out for Senior Project.

May 5th – May 29th – Senior Project – Students will work on their Senior Project for a minimum of 100 hours during this time, an average of 25 hours per week.

May 16th – Senior Project Progress Report is due today from your Sponsor. It will be emailed to them.

May 29th – Senior Project Showcase Night – Students report at 4:45 to set up their Senior Project Presentation. Your Written Component and Final Evaluation Form are due today as well. Senior Project Showcase will take place from 5:30 pm to 7:00 pm in the North Gym.

Students are expected to dress appropriately to meet members of

the community for this event – no shorts, no jeans, no t-shirts, and no hats please!

Month by Month Guidance

December – January:

- Read the Senior Project Manual
- Join the Senior Project Google Classroom.
- Brainstorm potential Senior Projects with friends, family, and/or your Adviser
- Make contacts with potential sponsors
- Schedule a meeting with your Senior Project Adviser to discuss potential project ideas. Be aware that there may not be anything available in the areas that you select. You should follow up with your Adviser to see what areas you can select from.
 - Contact the potential sponsors and arrange an interview with them.
- Submit your Senior Project Form on January 8th in Crew electronically.
- Attend Crew on January 23rd to find out if your Senior Project is approved and get back your Senior Project Form to obtain parent or guardian permission
 - If your Adviser does not approve your Project, you must revise it
 - Your parent or guardian must sign your Senior Project Form

February:

- Attend Crew on February 3rd to find out Next Steps for Senior Project.
- Attend Crew on February 12th to turn in your signed Senior Project Form.
- Find a Sponsor for your Senior Project. If you are having trouble, be sure to meet with your Adviser to ask for some help. We may have contact information for you.
- Meet with your Sponsor and provide him or her with a copy of the Sponsor Information from the Senior Project Manual and available online as a PDF.
- Meet with your Sponsor to plan out the project: identify your goals and determine how the project will be carried out.

March - April:

- Attend Crew on March 6th to get help finding a Sponsor
- Check your school email regularly for Senior Project information.
- Get the signature of the sponsor on your Sponsor Agreement.
- Meet with your Sponsor to determine your schedule for your Senior Project. Be sure to inform them about any conflicts that will prevent you from attending your Senior Project on a given day, such as AP or IB testing.
- Check with teachers regarding grade issues. Students with D's, F's or Incompletes for the third quarter should monitor their progress carefully to ensure that he or she will remain eligible to go on project.

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- Any issues that arise should be discussed with your Adviser immediately so that you can remain eligible to go on project. We will do our best to work with you to reach a solution, but remember that graduation is a higher priority. Any student in danger of not graduating will not go on Senior Project.
- Take care of all book fines, school library fines, student activity fees and other school related payments. You can return old or unused textbooks at this. Any AP or IB textbooks may be kept until the corresponding AP and IB tests.
- Turn in your signed Sponsor Agreement after school in the Senior Lounge on April 9th.
- Attend Crew on April 16th to receive your Check Out form for teachers to sign and find out about the Check Out Process.

May:

- **Check your email daily for updates on your progress towards checking out for Senior Project.**
- Students will check out on Friday May 2nd, beginning at 8:30 AM.
- **YOU MUST CHECK OUT IN PERSON WITH YOUR ADVISER!**
- **Seniors who do not check out with their Senior Project Adviser are not on Senior Project and will jeopardize their graduation if they do not continue to attend school until they have been checked out.**
- Students should verify arrival time with sponsors for the first day of Senior Project, Monday May 5th
- Invite your sponsor to Senior Project Presentation Night on Thursday, May 29th, from 5:30-7:00 pm in the North Gym.
- Remind your sponsor that his/her evaluation form is due on May 29th. Until this form is turned in, you will not have successfully completed Senior Project.

May 29th – Senior Project Showcase Night

- Arrive at the High School by 4:45 pm on May 29th to set up your space in the North Gym. Most students use a tri-fold board to display things from their Senior Project.
- Turn in your Written Component electronically to our Google Classroom or submit a paper copy when you arrive to Senior Project Showcase Night.
- The Student Assistants will tell you where to find your name on a table in the gym. This table is your location for the night. Any location changes must be made by the Advisers, not by students.

- **Remember, students are expected to dress professionally for this event – no shorts, jeans, t-shirts, or hats!**
- **Students must be present the entire time.**

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- **Students should take all materials with them when they leave Senior Project Showcase Night.**

How to Complete the Senior Project Form:

- This form will be completed in Crew on January 8th.
- Talk with your friends, family, teachers and neighbors to find ideas for Senior Project.
- Narrow down your ideas to one possible project.
- This form will be submitted electronically and returned to you as a paper copy on January 23rd. Your parent or guardian **MUST** sign that form to indicate that they approve of your participation in and choice of Senior Project.
- You will submit a signed version of this form on February 12th. Your Senior Project Adviser will keep that form.
- **If your Senior Project requires revision, you must meet with your Senior Project Adviser to revise it before you submit a signed copy.**
- You may change your initial approved Senior Project idea if circumstances change. Continue to work through the process *with* your Senior Project Adviser, and be sure to receive your Senior Project Adviser's approval for all changes to your Senior Project. You may not change your Senior Project on your own.
- Be as descriptive as possible about the Senior Project you are creating. You may include your information on an attached, typed sheet as needed.
- You should describe your project in either of the following areas:
 1. The educational/vocational benefit that you will receive from this project
 2. The benefit that the community will receive from your project
- Include the following in your description:
 - What you will be doing
 - What you will be learning
- **PLEASE NOTE: You do not need to have a Sponsor or employment at this time in order to get your project approved. You do need to have an idea that includes a Sponsor.**
- Discuss this form with your parent/guardian. Explain your intentions for your Senior Project and who you plan to ask to be your Sponsor or where you intend to work for your Senior Project.
- **If you are planning on working and receiving pay for your Senior Project**, please indicate that by checking the box labeled "Employment for Senior Project" and indicating your place of employment in the Description in this form. You **MUST** have your employment confirmed by your manager or supervisor at your place of employment via the Employment Verification Form before you begin Senior Project. This form is on page 20 and takes the place of the Sponsor Agreement for students who will be employed for their Senior Project.

Senior Project Form

Must be signed by your parent or guardian and returned in Crew on February 12th, 2025

Last Name

First Name

Proposed Project (Attach extra pages if needed)

You will complete this form electronically in Crew on January 8th.

The Senior Project Advisers will review all of the submissions and print out this form for you, with YOUR submission inserted into the document and whether or not it was approved.

You will get this paper copy on January 23rd in Crew.

Your parent or guardian must sign that paper and return it to us on February 12th.

I PLAN TO WORK AND RECEIVE PAY FOR SENIOR PROJECT (EMPLOYMENT)

SENIOR PROJECT PARENT AGREEMENT

I grant permission for my child to undertake the Senior Project that he or she indicated on this form. Having read the Senior Project Manual, I am aware of the responsibilities and obligations my child has to participate.

I am aware that participation in Senior Project is contingent upon fulfillment of the obligations and criteria stated in the Senior Project Manual and that failure to meet these requirements will jeopardize my child's participation in Senior Project.

I am aware that the Senior Project Showcase Night is on May 29th at 5:30 PM in the North Gym of the High School and will support my child's attendance at that event and plan accordingly.

Lastly, I permit my child to work with their Sponsor or their Supervisor for Senior Project.

Parent/Guardian's Name (Please Print): _____

Parent/Guardian's Signature: _____ Date: _____

How to Complete the Sponsor Agreement:

- Fill in all of the required information about yourself.
- Set up a meeting with your sponsor. You may need to meet with a few people before you find someone willing to be your sponsor.
- Many students find their sponsor through their neighbors' and family members' contacts.
- Explain your intentions for your project clearly to your sponsor. Discuss what you would like to learn about through your Senior Project.
- ***Give your sponsor his or her own sponsor guidelines found in the manual! It can be found on pages 11 – 19.***
- The sponsor must agree to meet regularly with the student and provide the opportunity for a successful learning experience. The sponsor must verify that the student has worked for at least the minimum required hours on the Senior Project.
- The time requirement is a minimum of 100 hours to be completed from May 6th and May 29th.
- Be sure to let your potential sponsor know if you have commitments that will prevent you from going to your Senior Project site.
- You may count hours spent at AP or IB review sessions led by teachers, time taking AP or IB exams, Varsity athletic competitions and practices (during working hours only), or other school related pre-approved time commitments as part of your Senior Project hours. These **must** be included in the schedule discussed with your Sponsor or Supervisor and will only count if your Sponsor approves. Your Sponsor or Supervisor will have the final say in how many hours you completed on Senior Project.
- If you are working in a school setting for your Senior Project, you must obtain a signature from the principal of the school on your Sponsor Agreement. Please note that you **may not** shadow a teacher at Shaker Heights high School for your Senior Project.
- You must obtain your Sponsor's contact information and signature **before this form is submitted.**
- *Your Senior Project Adviser will keep this form. **Make your own copy for your records.***

This form is due on **April 9th in the Senior Lounge after school.**

**SHAKER HEIGHTS HIGH SCHOOL
SENIOR PROJECT SPONSOR AGREEMENT
Due: April 9th, 2025 in the Senior Lounge**

Student Name: _____
Last Name First Name

I agree to sponsor the above student as they work on their senior project. I have been made aware of my obligations and look forward to assisting the student in completing their required 100 hours between the dates of May 5th and May 29th.

Sponsor's Name (Please Print): _____

Sponsor's Work Address: _____

Sponsor's Work Phone Number: _____

Sponsor's Work E-mail: _____

Sponsor's signature: _____ Date: _____

IMPORTANT!

To the Sponsor: Have you received a copy of the Sponsor Information Packet from the student?

___ Yes ___ No

If you have not received this information, the student is responsible for providing it to you.

If your Senior Project is at a school, then the building principal's signature is needed here

Building Principal: _____ Date: _____

If your Senior Project is at a hospital, then the volunteer coordinator's signature is needed here.

Volunteer Coordinator _____ Date: _____



SHAKER HEIGHTS CITY SCHOOL DISTRICT

SHAKER HEIGHTS HIGH SCHOOL
 15911 Aldersyde Drive
 Shaker Heights, OH 44120
 (216) 295-4200

ERIC JULI
 Principal

GUIDELINES FOR SHAKER HEIGHTS HIGH SCHOOL SENIOR PROJECT TO POTENTIAL SPONSORS:

Thank you for agreeing to sponsor a Shaker Heights High School Senior for his/her Senior Project. The requirements that the school has for sponsorship are:

- Sponsors must be at least 21 years old.
- Sponsors should not be a relative of the student.
- Sponsors must be knowledgeable in the area of the Project.

Please read these guidelines before planning the Project with the student.

AS A SPONSOR, WHAT AND WHEN ARE MY RESPONSIBILITIES?

| What | When |
|---|---------------------------------|
| <p>Have an initial meeting with student to</p> <ul style="list-style-type: none"> o Help set realistic goals o Communicate to the student <ul style="list-style-type: none"> <input type="checkbox"/> Your expectations such as duties, responsibilities <input type="checkbox"/> Dress requirements for the student during project <input type="checkbox"/> What the student will do during the project period | <p>January – April</p> |
| <p>Discuss the student's goals for their Senior Project.</p> | <p>January – April</p> |
| <p>Sign a Sponsor Agreement and read the Sponsor Information Packet (The student should provide you with a copy.)</p> | <p>By April 12th</p> |
| <p>Meet with the student to create a calendar or schedule with dates and times as needed. We recognize that some Senior Projects may have a more defined schedule than others.</p> <ul style="list-style-type: none"> o The student needs at least 100 hours – AP and IB exams and Varsity athletic contests count toward these hours. o Incorporate special cases into calendar (high school athletics, AP or IB tests, religious obligations, college visits) | <p>March/April</p> |

| What | When |
|---|--------------------------------|
| <p>Meet with student to discuss progress of project. Regular contact is expected. However, daily contact is not required.</p> | <p>May 5 – May 29</p> |
| <p>Complete a Senior Project Progress Report for the student.</p> <ul style="list-style-type: none"> o This progress report is a Google Form that will be emailed to you on or before May 16th. o This progress report may instead be faxed or mailed to the high school on this date, if the sponsor chooses. | <p>Due May 16th</p> |
| <p>Complete the Final Evaluation for the student. This form is due on May 29th at Shaker Heights High School during the Senior Project Presentation Night, which is held from 5:30 – 7:00 pm in the North Gym.</p> | <p>Due May 29th</p> |

We hope that this outline is helpful to you in working with our students. The forms you need should be delivered by email and are referred to as The Sponsor Information Packet, also available online at www.shaker.org/SeniorProjectHomePage.aspx

The following are the student pairings with their Adviser listed.

| STUDENT'S LAST NAME | FACULTY ADVISER |
|---------------------|---|
| A – G | Mr. James Schmidt – schmidt_j@shaker.org |
| H – O | Mrs. Jessica O'Brien – obrien_j@shaker.org |
| P – Z | Mrs. Megan Dora – dora_m@shaker.org |

Do not hesitate to contact the Shaker Heights High School Senior Project Program at the email addresses above, fax us at 216-295-4277 or e-mail us at seniorproject@shaker.org or at our individual email addresses listed above. If you are mailing evaluation materials to the high school, please address it to:

Shaker Heights High School
 ATTN: Senior Project/Schmidt
 15911 Aldersyde Drive
 Shaker Heights, Ohio 44120

We thank you for working with our fine young men and women.

**SHAKER HEIGHTS HIGH SCHOOL
SENIOR PROJECT PROGRAM
PROGRESS REPORT**

A Google Forms version of this page will be emailed to you on or before May 16th. If you prefer a hard copy, please use this form to evaluate your student's progress over the first two weeks of the project. Please scan and email or fax a copy of this to Shaker Heights High School on Friday May 17, 2025. (Fax: 216-295-4277 or e-mail us at seniorproject@shaker.org) We will discuss any "Fair" or "Poor" marks with the student as needed.

Please use the rating system below to indicate your student's personal qualities.

Student's Name: _____

| | <i>POOR</i> | <i>FAIR</i> | <i>GOOD</i> | <i>EXCELLENT</i> |
|------------------------------------|-------------|-------------|-------------|------------------|
| <i>Dependability</i> | | | | |
| <i>Seriousness of Purpose</i> | | | | |
| <i>Cooperation</i> | | | | |
| <i>Initiative</i> | | | | |
| <i>Contribution</i> | | | | |
| <i>Motivation</i> | | | | |
| <i>Punctuality</i> | | | | |
| <i>Receptiveness to new ideas</i> | | | | |
| <i>Ability to work with others</i> | | | | |
| <i>Appearance and manner</i> | | | | |

Is the student completing the minimum hours required (an average of six (6) hours each day)?

Yes _____ No _____

If no, please explain:

Indicate any of your specific concerns at this time on the back of this form.

Sponsor Name (please print)

Sponsor Signature

**SHAKER HEIGHTS HIGH SCHOOL
SENIOR PROJECT PROGRAM
FINAL EVALUATION**

A Google Forms version of this page will be emailed to you on or before May 29th. If you wish to complete a hard copy, you should scan and email or fax this form on Senior Project Showcase Night, May 29th, 2025 (Fax: 216-295-4277 or e-mail us at seniorproject@shaker.org)

Please use the rating system below to indicate your student's personal qualities.

Student's Name: _____

| | <i>POOR</i> | <i>FAIR</i> | <i>GOOD</i> | <i>EXCELLENT</i> |
|------------------------------------|-------------|-------------|-------------|------------------|
| <i>Dependability</i> | | | | |
| <i>Seriousness of Purpose</i> | | | | |
| <i>Cooperation</i> | | | | |
| <i>Initiative</i> | | | | |
| <i>Contribution</i> | | | | |
| <i>Motivation</i> | | | | |
| <i>Punctuality</i> | | | | |
| <i>Receptiveness to new ideas</i> | | | | |
| <i>Ability to work with others</i> | | | | |
| <i>Appearance and manner</i> | | | | |

Did the student complete the minimum 100 hours required?

Yes _____ No _____

If not, please explain: _____

—

—

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(This form is continued on the NEXT PAGE)

Sponsor's Final Evaluation

Please answer any of the questions below, which pertain to Senior Project. If there is additional information related to the evaluation of this project, feel free to attach a separate sheet. Thank you for all of your work in making our program successful.

To what extent did you or your organization benefit from the student's project?

What were the student's strengths?

What were the student's weaknesses?

Do you have any suggestions for strengthening our Senior Project program?

Was this student's project completed satisfactorily? Yes No

Would you be willing to sponsor a student next year? Yes No

Name: _____ **Signature:** _____

Title: _____

Organization: _____

Phone Number: () _____

Email Address: _____

Making a Senior Project Schedule/Calendar

- In the past, we have required students and their Sponsors to complete and submit a calendar of the activities that the student will complete on Senior Project. The calendar was intended to assist the student with accounting for the **required 100 hours** to be reached during the month of Project.
- Due to the ever-changing nature of our post-COVID world, we felt the need to increase the flexibility that Sponsors have in defining their student's Senior Project experience. Consequently, we are no longer requiring students to submit this calendar to the Senior Project Advisers in writing before going on Senior Project. We are still **requiring** that the student and the Sponsor discuss the student's schedule and their activities prior to beginning Senior Project.
- In this discussion, students should provide the Sponsor with a comprehensive list of any events or conflicts that would prevent the student from attending the Senior Project site at any given time or require an early departure for the day. Students should include Advanced Placement tests, International Baccalaureate tests and Varsity athletics. These activities still count towards the 100 hours, in addition to the hours spent actually working on Senior Project, but your Sponsor must be aware of them to avoid any issues during Senior Project.
- In general, any **school related** activity that prevents students from completing hours on a day when they would normally be at the Senior Project site could be counted towards their total 100 hours, but no more than the number of hours that they would have gotten on that day had they been able to attend the project site and only if the Sponsor is aware of these conflicts and approves of them in advance.
- Any time a student will not be at the Senior Project site as expected, the Sponsor should be aware of that fact. This means that students must inform their Sponsor if they are ill and cannot make it in to Project that day. Students will need to find a way to make up those hours if necessary.
- The month of the Senior Project lasts from May 5th until May 29th. During this time period, students must spend a **minimum of 100 hours** on Senior Project. Sponsors will verify this information when submitting the Final Evaluation for the student on May 29th.
- Some projects will have specific duties and tasks for each day, others may be determined on site by the Sponsor. The Senior Project Advisers trust the judgement of the Sponsor to use their discretion in determining activities to benefit the student during Senior Project.
- **Help for Scheduling Senior Project**
 - Travel time does NOT count toward the minimum hours of a Senior Project.
 - You should average six to seven hours a day working on your Senior Project.
 - If you have commitments during the month of Senior Project, you may make up hours by previous arrangement, with the agreement of your sponsor.
 - You may count up to 5 hours of time used to prepare your presentation for the Senior Project Showcase Night.

- The Senior Project Showcase Night on May 29th does **NOT** count toward the 100 hours.

SENIOR PROJECT CALENDAR MAY 2025

Student Name: _____ Student Phone: _____

Contact person (Sponsor) _____ Address of project: _____

Phone number at project location: _____

APPROXIMATE TIMES AND ACTIVITIES

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------------|------------------------|---------|-----------|---|--|
| W e e k 1 | MAY 5 | MAY 6 | MAY 7 | MAY 8 | MAY 9 |
| W e e k 2 | MAY 12 | MAY 13 | MAY 14 | MAY 15 | MAY 16 Progress Report Form due today |
| W e e k 3 | MAY 19 | MAY 20 | MAY 21 | MAY 22 | MAY 23 |
| W e e k 4 | MAY 26 Memorial Day | MAY 27 | MAY 28 | MAY 29 SENIOR PROJECT SHOWCASE NIGHT NORTH GYM SHHSARRIVE BY 4:45 | MAY 30 |

You may use this form to help you and your sponsor schedule your Senior Project and to keep track of and inform your Sponsor about any conflicts you may have during the month of Senior Project.

Working for Senior Project and Employment Verification Form

- If you are currently employed and you would like work at your job for your Senior Project, you should begin by discussing this possibility with your manager or supervisor.
- Generally, any change in an employee's schedule or increase in hours has to be approved by management. Some places of business are happy to increase your work hours, others are not, so do not assume that your employer will increase your hours.
- You would be asking them to make sure that you are scheduled for a minimum of 25 hours a week **beginning no earlier than May 4th**, as well as letting them know that they could put you on a work schedule during school hours **starting May 5th**, since you will be excused from attending classes at the High School once you check out for Senior Project.
- If your employer agrees, please have them fill out the Employment Verification Form on the next page of this manual and submit it on April 12th after school in the Senior Lounge
- You **must** have a job and a signed Employment Verification Form **prior** to checking out for Senior Project. Students in the past have been removed from Senior Project when their employer failed to provide them with enough hours to successfully complete Senior Project. You must have a **minimum of 100 hours from May 5th through May 29th**.
- **Make sure that you are not scheduled to work and are available to participate in Senior Project Showcase Night on May 29th from 5:30 to 7 PM! All students must be present and prepared to describe their Senior Project experience at Showcase Night.**
- Students may not work anywhere "off the books" or be paid "under the table" for Senior Project. Employers for Senior Project **MUST** have an Employer Identification Number (EIN) and provide it on the Employment Verification Form for your Employer Verification Form to be accepted and approved by your Senior Project Adviser.
- The time requirement for Senior Project is a minimum of 100 hours to be completed between May 5th and May 29th. If your employer permits, you are free to work more than 100 hours.
- It is the student's responsibility to communicate with their employer about any work-related issues or conflicts. Senior Project Advisers will only contact your employer to verify employment and to provide links for the Progress Report and the Final Evaluation from your employer.
- If you are terminated/fired/let go/laid off/riffed/left off the schedule by your employer prior to completing 100 hours, you will automatically be taken off of Senior Project and you will be expected to return to school the following school day. You will be responsible for any work.

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- You must obtain your employer's contact information and signature **before this form is submitted. Do not submit this form incomplete or it will not be approved.**

This form is due on **April 9th in the Senior Lounge after school.**

**SHAKER HEIGHTS HIGH SCHOOL
SENIOR PROJECT EMPLOYMENT VERIFICATION FORM
Due: April 9th, 2025 in the Senior Lounge**

Student Name: _____
Last Name
First Name

By signing this form, you are acknowledging that the student listed above is currently employed at your place of business or will be employed, as of Monday May 5th, 2025.

You are further acknowledging that you intend to provide this student with the minimum required 100 hours of scheduled employment between the dates of May 5th and May 29th.

Finally, you or your designee agree to complete a Progress Report form and a Final Evaluation form to provide the Senior Project Advisers with an assessment of the student's participation in Senior Project.

This form in no way guarantees the student's employment in perpetuity, nor does it prevent you from terminating the student's employment in accordance with any applicable federal, state, and local laws.

Supervisor/Manager's Name (Please Print): _____

Name of Business: _____

Address of Business: _____

Supervisor/Manager's Work Phone Number: _____

Supervisor/Manager's Work E-mail: _____

(Please provide an email address that can receive and send external emails. We will use this to send you links to the Google Form to complete the Progress Report and the Final Evaluation for the student. If you prefer a paper copy of those forms, we will provide them upon request.)

Supervisor/Manager's Signature: _____ Date: _____

IMPORTANT!

Students participating in Senior Project must be employed and compensated legally. Therefore, we ask that you provide your business' Employer Identification Number (EIN) for our records. No student may be paid "under the table" or "off the books" for Senior Project.

Please provide your EIN here: _____

If you have any questions about this form or about Senior Project, please contact James Schmidt, the Senior Project Coordinator at (216)295-4272 or via email at schmidt_j@shaker.org

Check Out Process:

- The Check Out process is designed to ensure that the student has met all of the requirements for Senior Projects.
- The requirements include the following:
 - ⇒ The student must have met all requirements needed for graduation.
 - ⇒ The student must be cleared for participation by the Senior Class Assistant Principal
 - ⇒ The student may have no outstanding fines with the High School. This includes:
 - the library (this includes loaned calculators)
 - the textbook office
 - the music department
 - the athletic department
 - the student activity fee
 - ⇒ The school banker (Ms. Sherrill) is located in the Main Office and will be happy to discuss any outstanding financial issues with you. The sooner you address these issues, the easier your check out will be.
- In Crew on April 16th, students will receive a Grade Validation form for their teachers to sign. Students should bring the form to their classes to have their teachers sign it and indicate that you are passing the class. When your Grade Validation form is complete, you will take it to your counselor and meet with them to ensure that you are graduation ready. This will be determined by the counselor.
- The student will also turn in all textbooks that they are not using for class to the textbook office (Room 117) at this time, except books needed for AP or IB tests. If a student is taking AP or IB exams the student may keep a book until the day of the exam if it is needed. Once the student has completed their AP or IB exam, the student should turn in the textbook to the textbook office. Those students with AP or IB exams must still turn in all non-AP or non-IB books before going on Senior Project.
- **ONLY acquire teachers' signatures during your class time and as directed by the teacher.**
- From April 17th through May 1st, students will receive emails updating them on their progress towards checking out for Senior Project. Continue to check your emails carefully each day. You are not checked out and cleared for Senior Project until all of your requirements are met and that information is communicated to the Senior Project Advisers. Staff and faculty will complete a spreadsheet that the Advisers will use to keep track of your progress and inform you through those emails.
- On May 2nd, students will meet *briefly* for a final time with their Senior Project Adviser between 8:30 AM and 12:00 PM (Location TBD) to verify their status for check out and to review the important dates and final obligations for Senior Project. If you are not **completely** checked out for Senior Project, you must continue to attend all of your classes, even ones in which you obtained a teacher's signature and a passing grade on your checkout sheet already. If you are not **completely** checked out for Senior Project, you are still in school.
- If you do not check out, **even if you had an approved Senior Project and meet all of the requirements for Senior Project**, you will be expected to attend all classes and perform all work required, including sitting for

any exams and completing any final projects until your check out is confirmed by your Senior Project Adviser.
Your graduation could be jeopardized if you do not check out and you do not continue to attend classes.

How to Complete the Grade Validation Form:

- The Grade Validation Form is intended to inform your counselor about your status in your classes as it pertains to your graduation requirements.
- Students with a D, F, or INC on their third quarter report card are advised to maintain a close watch on all of their grades. Please check with your teachers regularly to stay informed.
- Students will receive the Grade Validation Form on April 23rd in their Crew. Each student will obtain the signatures of each of their teachers.
- **ONLY acquire signatures at the times designated by the teachers.** Do not interrupt another class period to obtain a signature from one of your teachers. Your teachers will inform you when they are signing Grade Validation sheets.
- The Grade Validation Form will be turned in to your counselor when you meet with them to verify your graduation requirements.
- Failure to turn in the Grade Validation Form means that the student's counselor will not verify them for graduation. This means that the student is not approved to go on Senior Project. The student will be required to attend all classes and perform all work assigned by the teacher, including taking final exams.
- **If you are not passing a class that is required for your graduation, you will not be allowed to go on Senior Project.**
- **A more detailed description will accompany the Grade Validation form when it is released on April 16th.**

Written Component for Senior Project

Reflection and growth are essential components of Senior Project. To that end, we require students to provide the Senior Project Advisers with a written component for Senior Project. This written component will be submitted on May 29th and may take one of two forms.

Option 1: Students may write a reflection on their Senior Project experience.

Students will submit a reflective essay on their experience, both positive and negative, throughout the Senior Project. Students should provide highlights of their experience, recount issues faced, and solutions to those issues. It should be a holistic view of your whole Senior Project experience.

Option 2: Students can keep a journal and submit a record of their daily activities and experiences on Senior Project.

Each journal entry should **begin with the date** and should **address the following:**

- 1) What did I do today?
- 2) What did I learn?
- 3) What unique events (if any) occurred?
- 4) What is my next step?

The following is an example of a journal entry:

May 11, 2025

Today I sat in a conference with my sponsor, Dr. Adamson, and a team of doctors who are all cancer specialists. The hospital has been given the OK to begin a new experimental treatment and the doctors were being given the latest details via a teleconference involving a doctor from Brazil. Recent journal articles indicate that this treatment may actually extend the life of some patients up to 10 years. I also learned that the hospital in Cleveland is only the second hospital in the world to offer this treatment. The discussion was exciting, and the doctors involved expressed much joy, as well as hesitation and even reluctance. The first patients to undergo this treatment will come from as far away as Mexico, Canada, and Ireland. Tomorrow I will be searching for recent journal articles that debated this procedure over the last five years and writing a summary of this work for my sponsor. His secretary helped me begin my search last week, showing me two great websites and a great search engine geared toward medical research. I also hope to set up a question-and-answer page for the doctor so that other potential patients can get the expert advice they need before committing to the procedure.

The following is an **unacceptable entry:**

May 11, 2025

Today I sat in a conference with my sponsor on a new medical procedure the hospital is considering. It seems very interesting. Tomorrow I will do some research and help the doctor with his work.

The unacceptable entry is too short and does not address the four items listed at the top of this page to the same degree that the acceptable entry does. Let this journal be your opportunity to tell your story and not just a way of satisfying a requirement.

Notes for the Presentation - Senior Project Showcase Night

- All students are expected to participate in the Senior Project Showcase Night.
- Your Presentation of your Senior Project will occur on Thursday May 29th, 2025 from 5:30 – 7:00 PM in the North Gym of the High School. Please arrive before 4:45 PM in order to find your presentation location and set up your presentation.
- Senior Project Showcase Night will have a “science fair” format. You **will not** be giving a presentation to a large group of people, one student at a time. Instead, you will stand by your presentation board or display while parents, teachers, administrators, community members and your evaluator walk around and look at your display board and ask questions about your experience. Your evaluator will be a parent, teacher, or former student that has volunteered his or her time to help us gauge to what degree your Senior Project was satisfactorily completed.
- **You must remain at your board the entire time, from 5:30 until 7 PM, even if you have already been evaluated.**
- Standard size tri-fold boards, as used in science fairs, are strongly recommended. Even if you have a video to display, you should have some form of display board. Please do not attempt to use a poster board, as it is not sturdy enough to stand on its own.
- **Your display could include the following:**
 - Title of your project and your name prominently displayed (highly recommended)
 - A copy of your journal or reflection
 - Photos, calendar of activities, or letters from sponsors
- **Students must take their boards and all presentation materials at the end of the night.**
- Be dressed appropriately and have your presentation board prepared in advance.
- Your written component (journal or reflection) and your Final Evaluation from your Sponsor are due on May 29th. You may submit the written component electronically through our Google Classroom or you may submit a hard copy on Senior Project Showcase Night.
- Hard copies of student journals and reflections will become the property of the Senior Project Advisers. Students are advised to keep a copy of their journal. If students would like material returned, it may be picked up by contacting their Senior Project Adviser by September 1, 2025. Materials will be held until September 1, 2025.
- Students who are not able to be present at Senior Project Showcase Night on May 29th for legitimate reasons must make arrangements **in advance** with their Adviser and the Senior Project Coordinator. **Failure to present means you have not satisfactorily completed Senior Project.**

AN IMPORTANT NOTE ABOUT SHOWCASE NIGHT

- **The school will NOT provide any audiovisual equipment.**
- **Students needing extension cords or power strips should make arrangements to bring their own.**
- **Extension cords will not be available on the night of the presentation.**
- **You must let your Senior Project Adviser know that you need power by May 23rd to be guaranteed a location close to an outlet.**