



November 2024

Dear Potential Senior Project Supervisor -

You are receiving this letter because a senior at Flint Hill School has contacted you about participating with your organization in our Senior Project Program. We thought it might be helpful to acquaint you with the purpose and requirements of this project in order to enable you to better decide whether or not you are interested and able to assist us. After our seniors finish their regular classes and sports requirements, each of them is required to find a senior project experience and complete at least fifty hours of on-site work. They are to, write and submit a daily journal and then give a presentation their faculty panel at the conclusion of their senior project experience. The purpose of the Senior Project is to enable each student to experience a world outside of school with all the excitement and responsibilities that accompany it. Students are granted wide discretion in the development of their projects and a great deal of freedom in their execution.

We hope the Senior Project program will:

- emphasize the importance of independent work;
- provide experience in planning and setting goals;
- give students exposure to career possibilities;
- show students that learning can take place outside the traditional setting and provide an opportunity for experiential learning and self-reflection;
- develop students' ability to communicate and work with people from different age groups and backgrounds;
- Embrace our Flint Hill Vision: Take a meaningful risk. Be yourself. Make a difference.
- provide an opportunity for practicing oral presentation skills with their final summary presentation for the senior project team at Flint Hill.

Your part would entail a certain amount of "observation" or "shadowing," but the real goal is that the student will have specific tasks and spend the majority of time actually working on those tasks independently, both to gain experience and to provide something useful to your organization. We understand that some organizations only offer paid positions and, in these cases, students are asked to donate any wages they receive to charity.

You can expect our student to work with you to devise a mutually agreeable calendar of work and give you a form to fill out detailing your expectations of the tasks he or she will be performing. The student will also write an independent proposal explaining his or her expectations for the internship.

We at Flint Hill would like to thank you for considering giving one of our students the opportunity to learn what it would be like to actually have a job in your field. We hope that he or she will learn and grow, and also make a positive contribution to your organization during this time.

If you have additional questions about this project or need additional information, please feel free to contact me at [sbatbouta@flinthill.org](mailto:sbatbouta@flinthill.org) or 703-584-2432. You are welcome to contact me at any point before, during, or after a student's project with questions and comments.



Sincerely,

Stephanie H. Batbouta  
Senior Project Coordinator