

Stage II Culminating Project Process & CheckList

Complete Stage II Culminating Project [Working Proposal](#) - May of JR year

Work with Advisor to solidify project proposal and prepare for Project Proposal Panel

Presentation - Fall of SR year (or Spring of JR year for students wanting [+20 summer hours](#))

- ☐ Rough draft run through of presentation with Advisory
- ☐ Look over [exemplars](#) for ideas
- ☐ Completed [Rubric](#) with all aspects filled in
- ☐ OPTIONAL (by Advisor discretion) - Written Project Proposal

**Project Proposal Panel Presentation - Panel Days in Fall of Senior Year
(or after Advisory Olympics, for students wanting summer credit)**

This is a formal presentation to your Panel about what you want to do for your project.

- ☐ Digital Slides (minimum of 3 slides)
 - ☐ Intro of yourself & your path
 - ☐ Overview of project
 - ☐ How will there be Evidence of Learning? In other words, what are the pieces of your rubric you created to measure your learning in your project? What will your Panel see and grade that proves what you learned through this project? How can we judge its quality? How can we measure it?
 - ☐ What research will you do? How will you document the hours, time with Community Mentor, the process of the project?
- ☐ Copy of filled-in [Rubric](#) in for panel members - *this is your "contract" for your project*
- ☐ Script of what you are saying has been rehearsed, demeanor is professional

Check-in with Community Mentor over course of project - Winter of Senior year

- ☐ Approval of Rubric by Mentor, communicated to Advisor - *this can be an email communication*
- ☐ How is it going? What support is needed?

Check-in with Advisor over course of project - Winter of Senior year

- ☐ How is it going? What support is needed? Do you have a mentor?
- ☐ Is the rubric detailed, measurable, clear? Is it feeling solid for what you want to do?

Check-in with Panel - Monday in mid-December

- ☐ Review of Rubric
 - ☐ What has been completed so far, go over Evidence of Learning
 - ☐ Is everything measurable, detailed and achievable.
- ☐ Remaining Timeline - How much still needs to get done, what support do you need?
- ☐ Email approval of Rubric from Mentor shared

FINAL DAY TO REQUEST ANY CHANGES TO RUBRIC - 2nd Qtr Exh Day

Check-in with Panel - Mid to Late February

- ☐ Review of Rubric - What has been completed so far, Evidence of Learning
- ☐ Remaining Timeline - How much still needs to get done, what support do you need?
- ☐ Email check-in between Mentor, Advisor - How is it going? What parts of rubric are missing?

Check-in with Community Mentor toward end of project - Spring of Senior year

- ☐ How is it going? What support is needed to finish?
- ☐ Final feedback from mentor, communicated to Advisor

Work with Advisor to prepare for Final Panel Presentation - Spring DRAFT DUE DATE

- ☐ Rough Draft run through with Advisor
- ☐ Rubric parts completed
- ☐ Written reflection (2-3 pages)
- ☐ Request email evaluation from Mentor

DUE DATE FOR ALL CP WORK - FIRST PANEL DAY | DEADLINE - FINAL PANEL DAY

Final Panel Presentation - Panel Days in Late April/Early May of Senior Year

This presentation is the formal showing of all the rubric components of your project to your Panel.

- ☐ Digital Slides (minimum of 5 slides)
 - ☐ Intro of yourself
 - ☐ Overview of the project
 - ☐ Evidence of Learning parts shared from the Rubric - this is what we are grading!
 - ☐ Reflection extract- 1 paragraph
- ☐ Documentation given to each Panel Member
 - ☐ Copy of original Rubric
 - ☐ Copy of [Annotated Timelog](#) and [Annotated Bibliography](#) of research
 - ☐ Community Mentor email evaluation
 - ☐ [Written Reflection](#)
- ☐ Script of what you are saying has been rehearsed, demeanor is professional

Senior Exhibition Day Presentation - May of Senior Year

This presentation is a community celebration of your completed project.

- ☐ Digital Slides/Visuals of Project
 - ☐ Intro of yourself
 - ☐ Overview of project
 - ☐ Highlights of your learning, what you are most proud of
 - ☐ Advice to younger students about Culminating Project
 - ☐ Acknowledgements
- ☐ Script of what you are saying has been rehearsed, demeanor is professional