

Advisor Monthly Meeting Schedule

	Freshman	Sophomores	Juniors	Seniors
September	Overview of 4 P's	Overview of 4 P's	Overview of 4 P's and Contract. Letter of Intent Information	Overview of 4 P's and Contract Information
October	GP Contract Info.	GP Contract Info.	MLA Format and Plagiarism Review	MLA Format and Plagiarism Review
November	Interest Inventories	Letter of Intent Activities and Brainstorming Topics	Types of Products and Mentor Information	Work on information that is calendar appropriate
December	Listen to Senior Presentations	Listen to Senior Presentations	Listen to Senior Presentations	Present Presentations for advisors and advisees
February	Topic Development	Product Types	Mentors	Documentation and Peer Coaching
March	Model Thesis Statements	Mentors	Portfolio Contents	Documentation and Peer Coaching
April	Thesis Development and areas of research	Thesis Development and areas of research	Examples of Portfolios and Organization skills	Documentation and Peer Coaching
May	Listen to Senior Presentations	Listen to Senior Presentations	Listen to Senior Presentations	Present Presentations for advisors and advisees

The 4 P's Guidelines

The Graduation Project is designed to give students an opportunity to explore a topic of interest. Since the project is a journey of many years, students need to choose topics wisely. Students should become familiar with the NC rubrics that will be used to assess each of the four components.

The **Research Paper** will follow these guidelines:

- 5-7 pages (not including outline, works cited, or appendices)
- Double-spaced, 1" margins, 12 pt. Times New Roman Font
- Works Cited page with at least 5 sources (MLA format unless otherwise approved)
 - Include at least one primary source (interview, email, survey, etc.)
 - Include at least two Internet sources (excluding general encyclopedias)
 - Include at least two print sources (book, magazine, pamphlet, brochure)
- No general encyclopedias of any type (Wikipedia, Americana, Encarta, etc.)
- Include a visual of student-generated information as an appendix

The **Product** will follow these guidelines:

- Adhere to approved letter of intent and product plan
- Be a natural extension of the research topic (must be related)
- Requires a minimum of 15 documented hours to complete
- Be tangible (physical or written) or intangible (performance, skill, or experience)
- Must have visual (photographs or videotape) documentation of the experience (at least 5-7 pictures including one with the student and mentor together)
- Product or evidence must be present at Graduation Project presentation
- Product must represent a learning stretch

The **Portfolio** will follow these guidelines:

- Contain all assignments required to complete the project (See attached list of items in portfolio section)
- Contain all required forms signed by the appropriate person(s)
- Contain the product self-evaluation that explains detailed student reflection of the process
- Be organized according to the portfolio requirements (See attached list)

The **Presentation** will follow these guidelines:

- Present a 6-8 minute speech on research paper and product
- Maintain a professional demeanor
- Present in front of community/school panel of judges who will score the speech using NC rubrics
- Incorporate a visual aid
- Videotapes used as a visual must not exceed two minutes

Plagiarism and Misrepresentation

Has anyone ever stolen something from you? How did the theft of your property make you feel? If you could have prevented the theft, would you have taken action to prevent someone from stealing from you? A writer feels the same way when an individual “steals” his ideas and words without giving him credit.

Academic integrity and honesty are vital parts of the Graduation Project process. The responsibility for what you learn and how you conduct yourself during the course of this project is yours. Your morals, ethics, and choices can strongly affect the end result of your Graduation Project. It is your obligation to make sure that you in no way plagiarize or misrepresent yourself or your assignments in any manner during the course of the four parts of this project. If you are found to have plagiarized or misrepresented yourself or your work in any way, you jeopardize your eligibility for graduation.

Plagiarism is defined as using the ideas or words of another individual as one’s own. Any information that you obtain from a source should be documented within your paper using parenthetical documentation and on your works cited page. You should follow MLA guidelines in writing your paper. The Graduation Project committee should be able to authenticate all sources used during the course of your research. If you have any information within your research paper that a teacher cannot substantiate with the sources you provide, then you will face the consequences of being found guilty of committing plagiarism.

What denotes plagiarism?

- Directly copying more than three words from a source without using quotation marks and/or without giving credit to the author
- Using an author’s ideas within a paper without citing the source of the idea
- Incorrectly citing or failing to cite sources within the paper
- Not paraphrasing the information correctly and completely
- Using another person’s work, in part or whole, as your own work
- Using work that you have completed for another class or teacher without approval (You may add to previous research, but you must have approval to do so.)
- Using research that you do not include with the copies of your sources in your research paper envelope
- Using sources that you do not cite on your works cited page
- Passing on your work to another student in another class or school

Misrepresentation is defined as a person making false claims or submitting falsified documentation.

What denotes misrepresentation?

- Claiming you have no previous experience or knowledge in a given area when you actually do
- Falsifying documents and assignments
- Using a family member as a mentor
- Allowing other people to complete portions of your tasks
- Committing any breach of any project assignment

As part of your letter of intent, you will acknowledge that you have read this page and the accompanying Randolph County Schools’ Plagiarism Policy. Before you turn in that assignment, check that you are clear on the meanings of plagiarism and misrepresentation and the ways to avoid both.

Randolph County Schools: Plagiarism Policy

Plagiarize – to steal or pass of the words or ideas of others as one’s own; to use words or ideas without crediting the source; to commit literary theft

--Webster’s Ninth New Collegiate Dictionary

Please note: Plagiarism can be intentional or unintentional. Using a printed source, a non-print source, or an internet source and not crediting it will be considered plagiarism.

From Randolph County Schools’ Information Guide and Code of Conduct:

Rule 5: Cheating: Copyright Violations; Standards of Integrity

No student shall engage in the following behaviors, which violate standards on integrity:

- a. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
- b. plagiarizing, including the copying of language, structure, idea, and/or thought of another and representing it as one’s own original work;
- c. providing verbal or written statements of false information to school officials and/or parents with regard to any report card, attendance matter, grades or progress reports, discipline matters, or any other school business;
- d. violating copyright laws, including unauthorized reproduction, duplication, and/or use of printed or electronic work, computer software, or other copyrighted material; or
- e. other acts or inaction constituting verbal or written statements of untruth.

Violation of this rule may result in disciplinary action in accordance with school rules or standards. For repeated or serious violations of this policy, the principal may suspend a student for up to ten days.

Guideline Consequence: Zero on assignment; ISS; OSS for up to five days; OSS for up to ten days for repeated or serious violations.

From Randolph County Schools’ Telecommunications Code of Ethics:

12. Appropriate bibliographic citations **must** be given for **all** information obtained via the Internet. It is unethical to plagiarize Internet resources just as it is unethical to plagiarize print resources.

Graduation Project Contract

Student Name _____

Student Home Phone _____ Anticipated Graduation (mo./yr.) _____

Student Address _____
(street address) (city, zip code)

Parent/Guardian Email Address _____

Parent/Guardian Name _____

Advisor Name _____

Advisor Requirements

- ***The Advisor must be a certified school employee. Relatives who are certified school employees may not serve as advisors to their own students.***

Student Responsibilities:

- Identify a viable product
- Successfully complete all components of the NC Graduation Project: research paper, product, portfolio, and oral presentation
- Work on the four components individually, unless otherwise approved for modification to this requirement
- Submit all letters, forms, and paperwork by designated deadlines
- Seek advice and assistance when needed
- Maintain documentation of completed tasks and timelines
- Identify and maintain regular contact with academic advisors and project mentors as the Graduation Project is created and developed
- Employ a variety of communication techniques, such as the letter of intent, interviews, phone calls, and electronic communication, as project work progresses
- Research and write a research paper on a topic of my selection that addresses state and local guidelines
- Complete and document a minimum of 15 hours of verifiable work outside the regular school day on the product component
- Prepare a reflective portfolio documenting work completed and make the portfolio available for the review panel in advance of the oral presentation
- Making a presentation to the review panel that is assessed as acceptable by the panel

Parent/Guardian Responsibilities:

- Help students remember key dates by posting a Graduation Project calendar in a prominent place in the home
- Read student's research paper and offer feedback
- Stay in communication with student's mentor on a regular basis
- Do not hesitate to ask questions of the Graduation Project academic advisor, Graduation Project coordinator and student's mentor
- Listen to student's presentation and offer information and/or suggestions that may be helpful

Advisor Responsibilities:

- Build relationships
- Help to maintain documentation of forms for the portfolio
- Complete advisor log and portfolio checklist
- Stay with advisees through completion of all four components
- Report to coordinator as components are completed
- Conduct and accomplish set goals listed for meetings
- Review the student's presentation and offer suggestions for improvement

- Sign and date the advisor log
- Read and comment on all written work
- Assist student by offering suggestions on finding and contacting a mentor
- Verify product authenticity with mentor
- Honestly evaluate the student's progress
- Recognize and assist with problems
- Offer ideas to the student when he/she needs help
- Encourage the student throughout the process
- Schedule additional meetings with student as needed
- Grade the portfolio using the state rubric

Ethics Statement: *I will endeavor to ensure that all parts of the Graduation Project will be completed honestly and with integrity. I am indicating my awareness that this Graduation Project will not contain plagiarized materials, inaccurate data, or fraudulent signatures. I assert that I have read the Plagiarism and Misrepresentation guidelines and Randolph County Schools' Plagiarism Policy by signing below. I also assert that I have reviewed the responsibilities outlined above.*

Student: I will accept the responsibilities as outlined in my approved letter of intent and will not change my product without approval from the Graduation Project coordinator(s) and/or Advisory Board. I will also endeavor to commit no acts of plagiarism and misrepresentation during the course of the Graduation Project. I understand that any such acts on my part may affect my graduation eligibility.

Parent/Guardian: I indicate approval of my child's topic, product idea, and selected mentor and will accept all product costs. I assert that I have reviewed the information on plagiarism and misrepresentation and discussed both with my child. I certify that I have reviewed my responsibilities as outline above.

Advisor: I verify that I will work with my advisee to complete this application and help throughout the course of the project. I verify that I have reviewed the information regarding plagiarism and misrepresentation and discussed both with my advisee. I certify that I have reviewed my responsibilities as outlined above.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Advisor Signature _____

Date _____

Letter of Intent

This letter is a formal declaration to your advisor, mentor, and parents of your intentions for the Graduation Project. You will submit your letter to your English teacher, who will in turn submit to the Graduation Project Committee, which will either approve or disapprove your topic. Therefore, think seriously about choosing an appropriate topic in terms of scope and available resources that will prove a stretch for you.

Once this letter has been approved by the Graduation Project committee, the topic may not be changed without re-initiating the process. In the event that your topic is not approved, you will have to resubmit to the Graduation Project coordinator and begin the process again.

Please include the following information in a business letter format:

Paragraph 1: What is the topic?

- What is the general area of interest?
- What is the interest level?
- What is your background in this topic? (Remember: This project requires you to stretch your **learning**. Too much prior knowledge or experience may disqualify the topic.)

Paragraph 2: What is the research?

- What is the *essential question* to be answered by completing your project?
- What will you research?
- What types of sources will be used? (One source must be a primary source!)

Paragraph 3: What is the product?

- What will you do for 15+ hours?
- How will the mentor provide expertise?
- How does the product connect to your research?

Paragraph 4: Ethics Statement

- Paraphrase and abide by the following statement in your Letter of Intent, indicating that you understand the definition of and consequences for plagiarism and misrepresentation:

Randolph County Schools' Ethics Statement:

I am aware of the definitions of plagiarism and misrepresentation. I understand that I will fail if I plagiarize any component of the Graduation Project. I pledge that no part of my project will come from plagiarizing sources, and I will not misrepresent myself in any way.

Mentoring Guidelines

(These guidelines should be given to your mentor at your first meeting.)

The requirements of the Graduation Project mentors are as follows:

- The mentor may NOT be a member of the student's family and must be at least 21 years of age.
- The mentor will assist the student in designing a product in the area of study for the Graduation Project. The product must logically connect to the research. The product need not be solely based upon the research, as the paper was designed to be very limited, but the two should be clearly related. The product could be something tangible or something abstract such as time spent volunteering in the community. A visual aid is required to be produced to document the completion of the product.
- The mentor will assist the student in establishing objectives and keeping a log of all activities completed on the product. The student is required to spend a minimum of fifteen hours on the product and should have contact with the mentor a minimum of five times.
- The contact with the mentor should be spent discussing, assisting, and providing guidance on the product. The purpose is not to waste time or materials, but to gain some "real world" experience and knowledge before leaving high school. Please contact the student's project adviser if the student is not keeping appointment.
- In order to determine the student's grade for the product, the mentor will provide feedback about both the student and the product. The mentor will complete the **mentor's product evaluation rubric** and **send it to the student's project advisor upon completion.**

Mentors are asked to contact the advisor with any questions or concerns. The advisor may periodically call you to check the student's progress and your reactions as to the validity of the student's work. Thank you again for agreeing to assist a student in this exciting and meaningful endeavor.

Student Name: _____ **Student E-mail:** _____

Student Contact Numbers: _____

Faculty Advisor: _____ **Advisor E-mail:** _____

School Name: _____ **School Phone Number:** _____

Mentor Consent Form

I have read the mentoring guidelines and agree to serve as a mentor to _____ as he/she produces a product on the topic of _____. My signature certifies that I am not related to the student, am at least 21 years of age, and understand my role as a mentor. I agree to regularly meet with the student until his/her product is completed. I further agree that I will complete all paperwork on a timely basis and verify the accuracy of same information on the student's time log.

Mentor signature _____

Date of agreement _____ **Age of mentor:** _____

Printed name of mentor _____ **Business name** _____

Address of mentor _____

Mentor business number _____ **Cell phone** _____

Email address (if available) _____

Student Contract

I understand that I am responsible for making and keeping all appointments with my mentor. I also understand that I am responsible for keeping a log of my work and of our contacts. Thank you in advance for your willingness to be part of my education and preparation for graduation.

Student signature _____ **Date** _____

Student home phone _____ **Cell phone** _____

Advisor name: _____

Advisor signature: _____

I agree to allow my child, _____, to work with _____ as his/her mentor for the Graduation Project.

Parent signature: _____

Research Paper

Requirements:

1. Title page
 - *Not required
2. Length of paper
 - *Minimum of five to seven pages of written text (not including Outline, Works Cited, Appendices, etc.)
3. Type/spacing
 - *Double-spaced
 - *Times New Roman 12 point font
 - *1” margins
4. Documentation
 - *MLA format using parenthetical documentation and headers
5. Outline with thesis
6. Works Cited page with a minimum of five references
 - *Include at least one primary source (interview, email, survey, etc.)
 - *Include at least two print sources (books, magazine, pamphlet, brochure, etc.)
 - *Include at least two Internet sources (excluding general encyclopedias such as Wikipedia, World Book, Americana, Encarta, etc.)
7. Student-generated visual as an appendix
 - *Graph, chart, etc.
8. The paper will be a mixture of the writer’s words, quotes, and paraphrases that adhere to research ethics. Students should take special care to avoid plagiarism.
9. Must receive a score of at least **exemplary** or **satisfactory** on the NCGP Paper Rubric.
10. Any student wishing to submit a research paper to fulfill the Graduation Project component that is not generated in an English III class must submit the paper to the Graduation Project Coordinator for committee approval and evaluation.
11. An approved copy of the research paper must be kept on file with faculty advisor.

The Product

The product occurs when the student works independently outside of school. The product phase of Graduation Project requires the student, with the assistance of a mentor, to create a product that is logically connected to the research. This product requires a minimum of fifteen (15) hours of work. A contact can be face-to-face, email, phone conversation, etc.

The student is expected to demonstrate knowledge of the topic, not just repeat facts from the paper, in order to exhibit a learning stretch.

The product phase allows the students to use individual creativity and talent to complete a product. The student can build or create something tangible, complete an activity, or volunteer in the community in a way that connects to the topic. The student is required to produce visual documentation of the **process** of completing of the product by having 5-7 pictures, one of which must show the student working with the mentor; however, **all pictures must include the student**. Students must produce something tangible for their product (physical or written) or intangible (performance, skill, or experience).

Some examples of products are listed below:

Research Paper Topic*

Physical Product

Cherokee pottery	Learn how to make pottery
Homeless children (party)	Volunteer at homeless shelter, do an event
Fashions of the 1800s`	Design and sew an original costume
Ancient writing styles	Learn to write calligraphy
Saltwater fly-fishing	Learn to make a fly-fishing rod
Ghosts of Asheville	Create ghost tour for Halloween

*Remember, research papers must prove a thesis. These are only examples of topics, not thesis statements.

Product Plan

1. Describe your proposed product giving as much detail as possible:

2. How does your product relate to your research topic?

3. What materials are needed?

4. What is the estimated cost of the materials?

5. What is the estimated time required to complete this product?

6. What skills are needed to complete this product?

7. What will be your mentor's role in the completion of this product?

***Lesson plans and fundraiser plans must be attached to the Product Plan for approval.*

Student Signature: _____ Advisor Signature: _____
Parent Signature: _____ Mentor Signature: _____

Did your product/performance turn out the way you had planned? Explain:

8. What would you have done differently?

9. What did you learn about yourself?

10. What level (Above Average, Average, or Below Average) do you think you have achieved? Justify your response:

Portfolio

Students are required to maintain a portfolio in which they keep records and materials relating to the product. A copy of required forms, the research paper, the mentor/advisor/parent documentation, and any additional artifacts should be included in this portion of the Graduation Project. Use the checklist below as a guideline for the contents of the portfolio.

- ✓ Students should create a professional portfolio documenting the process they have followed throughout the Graduation Project process.
- ✓ Each item of the portfolio should be typed in Times New Roman, 12 point font.
- ✓ All photographs should be accompanied by typed captions.
- ✓ All items should be edited for correct grammar, spelling, punctuation, and capitalization.
- ✓ The portfolio should be organized in a binder, and each item should be placed in clear plastic sleeves.

PORTFOLIO CHECKLIST

- Title Page
- Table of Contents
- Timeline
- Letter to the Judges
- Letter of Intent
- Graduation Project Contract with student, parent, and advisor signatures
- Research Paper
 - Outline with thesis
 - Research Paper (Final Draft, 5-7 Pages, following MLA guidelines)
 - Works Cited
 - Appendices
- Project Information
 - Mentor Consent Form
 - Product Plan
 - Product Time Verification Log
 - Product Self-Evaluation Form
 - Mentor Evaluation Rubric
- Resume (Do not include GPA)
- Self-Reflection
- Miscellaneous/Additional Work Samples

Graduation Project Presentation Overview

In order to present, a student must have completed a research paper with proper citations, a product involving at least 15 hours, and a portfolio documenting the evidence of the entire Graduation Project process. The challenge you will now face will involve taking the information and presenting what you have learned to a panel of judges. You will be expected to give a six-to-eight minute speech followed by an informal question and answer session. You will be allowed two minutes for video or audio during your presentation (excluding PowerPoint).

Your presentation will be based upon:

- Speech content
- Speech delivery
- Visual aids
- Learning stretch
- Time
- Appearance
- Questions from the judges

For more information on how your presentation will be judged, refer to the Graduation Project presentation rubric. It will be helpful for you to understand that prior to your presentation the judges have reviewed your portfolio. Thus, they are familiar with its contents and may ask you questions about it. It would be wise to ask your advisor to create a list of questions judges may ask. It is better to be prepared than to be caught off-guard by judges' questions.

It is important to dress appropriately for this presentation. Please dress in a professional manner according to the presentation topic. An example of this would be wearing a lab coat if the topic is stem cell research. A young man should wear a dress shirt, tie and slacks unless project-specific attire is approved by the advisor. A young lady should wear a dress, skirt and top, or pantsuit which is in keeping with the school dress code, unless the attire is project-specific and is approved by the advisor. Accessories or body modifications such as tongue, nose, eye, and other body piercings or tattoos may distract from the presentation.