

Spring 2011 Graduation Project Due Dates
For Seniors: Product, Portfolio and Presentation Components

Due Date	Task
January 27	Advisor Meeting – 3:00 (Topics: advisor and mentor contracts)
February 1	Graduation Project Contract due to English teacher (complete with parent, student, and advisor signatures). Student information forms to be completed in class by this date and left with advisors.
February 23	Completed Mentor Consent Contract with advisor’s initial contact due to English teacher. (May be turned in early and students may begin product with prior teacher approval.)
March 10	Advisor Meeting 3:00 in Media Center (Topics: Product Plans and Mentor Logs)
March 17	Typed Product Plan with all four signatures (advisor, student, parent, and teacher) due to English teacher.
April 21	Proof of Product , which includes the following four components: <i>Mentor Log</i> of 15+ hours (including 5 or more face-to-face hours and mentor AND advisor verification signatures), <i>product rubric</i> completed and signed by mentor, <i>5-7 pictures with typed captions</i> , and the completed <i>product self-evaluation</i> due to English teachers.
May 2	Advisor Meeting – 3:00 in Media Center (Topics: Portfolio and Senior Boards)
May 3	Mandatory Equipment Needs Form due (completed in class).
May 4	Portfolio (complete in 1” 3-ring binder with sheet protectors) due to English teacher for a grade. Teachers will forward portfolios to Advisors for rubric grade. *Portfolios must be completed in a business style (black and white type, MLA format, i.e. NOT SCRAPBOOK STYLE).
May 9	Advisors return graded portfolios to English teachers by this date. They may be turned in earlier.
May 10	English teacher turns in portfolios to Graduation Project Coordinator.
May 12	Senior Boards (Students check in to the cafeteria by 4:15. Judging begins at 5:00.)
May 18	Advisor Logs due to Graduation Project Coordinator.