

THS Graduation Project Contract

Student Responsibilities:

- Identify a viable product and accept responsibility for the cost, time, and planning needed to successfully complete product.
- Successfully complete all components of the NC Graduation Project: research paper, product, portfolio, and presentation. Carefully read the 4P's guidelines included on this handout.
- Work on the four components individually, unless otherwise approved for modification to this requirement
- Submit all letters, forms, and paperwork by designated deadlines. **All assignments are due at the beginning of the class period. Assignments submitted beyond the first ten minutes of class and up until the end of the assigned day will only receive up to 70% of the possible points. Assignments turned in any day after the due date will only receive up to 50% of the possible points. If you are absent, you still must find a way to turn in the assigned component on the due date (friend, relative, e-mail, etc.) Extended time does not apply to graduation project because due dates are assigned with advance notice and ample class time is provided for completion of graduation project assignments.**
- Seek advice and assistance when needed
- Maintain documentation of completed tasks and timelines
- Identify and maintain regular contact with academic advisor and project mentor
- Understand and accept the consequences for plagiarism and forged/falsification of documentation on any graduation component (zero on assignment/graduation component, ISS or OSS, and possible failure of graduation project and English IV)
- Limited supplies of flash drives are available from the media center. If this device is either lost or damaged, students must either pay a \$75.00 fee to the school **or** replace the device with a new 128 MB flash drive in original packaging. **ALWAYS** save all of your documents in at least two locations!

Parent/Guardian Responsibilities:

- Help students remember key dates; read student's research paper and offer feedback
- Stay in communication with student's mentor on a regular basis
- Listen to student's presentation and offer information and/or suggestions that may be helpful

Advisor Responsibilities:

- Build relationships, help and assist with problems, encourage student
- Help to maintain documentation of forms for the portfolio
- Read and comment on research paper and portfolio content
- Assist student by offering suggestions on finding and contacting a mentor
- Verify product authenticity with mentor
- Honestly evaluate the student's progress
- Grade the portfolio using the state rubric

The 4 P's Guidelines

The Graduation Project is designed to give students an opportunity to explore a topic of interest. 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 Standard; 8-10 Honors/AP (not including outline, works cited, or appendices)
- MLA Formatting: Double-spaced, 1" margins, 12 pt. Times New Roman Font
- Works Cited page with at least 5 sources
 - Include at least one primary source (interview, email, survey, etc.)
 - Include at least two Internet sources
 - Include at least two print sources (book, magazine, pamphlet, brochure)
- No general encyclopedias of any type (Wikipedia, Americana, Encarta, etc.)
- Include a student-generated, informative, visual aid 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; 5 of these hours must be face to face with mentor. You may not job shadow or work on your product during the hours of a regular school day. Use your weekend, holiday, and early release days wisely.
- 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 of product 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
- 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 in a 3 ring, 1 inch binder with clear sheet protectors. Content must be displayed in business style layout with MLA formatting. Scrapbook style (colored pages, fancy fonts, stickers, embellishments, etc.) is NOT permitted.

The **Presentation** will follow these guidelines:

- Present a 6-8 minute speech on research paper and product on Senior Boards Night
- 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 (your Power Point for your speech does NOT count as your visual aid)
- Videotapes used as a visual, performances, demonstrations, etc. must not exceed two minutes of the 6-8 minute requirement.

THS 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.*

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** _____