

# Senior Project

## Electronic Portfolio

### What is an electronic portfolio?

An electronic **portfolio** is a tool for reflecting on learning, showcasing growth as a student and discovering the links between that uses a form of software to compile and display the work. The electronic portfolio is not meant to be a scrapbook of your high school memories, but a compilation of your best class work as a student here at Keystone. The **goal** is to have a collection of artifacts that will give a **complete** picture of the student as a learner and as a citizen of the community.

It is an ongoing process based on the following concepts and questions:

1. **Collection:** What items from my courses and experiences should be saved for possible inclusion in the portfolio? What shows my growth as a learner?
2. **Selection:** What classroom projects show my best or worst experiences as a learner?
3. **Connection:** How does each piece demonstrate growth in learning through high school? How does each piece demonstrate who I am as a graduating student?
4. **Reflection:** What did I learn from my experiences? How can I document my growth?

### What do I need to include in the Printed version of the Electronic Portfolio?

- Completed Checklist, including the portfolio score and signature of advisor
  - Should appear as the very 1<sup>st</sup> page.
- Table of Contents
- “Life After Keystone” Presentation Outline
- Resume, Cover letter and Mock Interview rubric
- Examples of your work from ***each subject area that is required for graduation from Keystone High School in grades 9-11***. Please refer to the Portfolio contents sheet for the complete list of individual classes.
- Evidence of your participation in 20 hours of Community Service.
- Any awards or certificates that you have earned and accumulated through your high school career.

# Senior Year

## As a senior, what do I need to prepare for the electronic portfolio?

You will need to include the following from your senior year in the Printed Portfolio:

- Resume
- Cover Letter
- Mock Interview
- Written outline of the senior presentation, “Life After Keystone”.

## Life after Keystone Presentation

**Assignment:** Create a **multimedia** presentation that clearly outlines your future goals once you have graduated from Keystone. Make a clear connection between your goals and your education here at Keystone.

- Clearly demonstrate to the audience that you have put some thought and have clear goals and plans for your future.
- Show **5 artifacts in the electronic presentation**, each of the artifacts you include needs to be related to or in some way support your goals for the future.
- Show proof of your 20 hours of Community Service; describe the project and why/how it was chosen.
- Add other supporting documents to this presentation. (Not required, however it is suggested.)
  - Examples of supporting documents that may apply are:
    - Letters of recommendation
      - Scholarship
      - Job related
      - College
    - College essays
    - Letters of acceptance-college or trade/technical school
    - SAT scores (at your discretion)

## What does the audience want to know about my “Life After Keystone”?

The following questions are examples of the types of questions that you will want to answer in your presentation. You are not limited to only these questions; please feel free to tell us more about your plans than what is listed here.

- Are you continuing your education?
  - Where are you continuing your education?
  - Why did you choose that school?
- Are you seeking employment?

- If so, where?
- What kind of future can this company offer you?
- What career path are you planning on entering?
  - Why did you choose this career?
  - What opportunities are available to you in this career?
  - What at Keystone has prepared you for that career path?
- Where do you see yourself in 5 years?
- How have your overall goals, thoughts, and attitudes changed during your high school career at Keystone?
  - Academically?
  - Socially?
  - Personally?
- What experiences at Keystone have prepared you to be a productive citizen of the community and of the United States?
- What are the highlights of the past 4 years?
  - My best accomplishments and/or my worst failures.
- Where do you see yourself in 5 years and what are you looking forward to in the next 5 years?
- What are your hobbies and interests?
  - Has your hobby/interest lead to exciting achievements?

### **What examples of my class work do you want to see in my presentation?**

*The portfolio should be a compilation of **projects** and other learning activities that demonstrate your ability to apply what you have learned.*

You will need to show **5 artifacts from grades 9-11**, each of the artifacts you include needs to be related to or in some way support your goals for the future. In other words, the artifacts should be “supporting evidence” that you are prepared to meet the goals that you have set for yourself.

Examples of good projects include:

- Wiki’s
- Glogs
- Multimedia presentations (information is presented in more than one format)

- Research Papers
- Newspapers/Newsletters
- Drawings (Art, Maps, Posters, etc.)
- Photos of constructed products including the rubrics.
- Hands on Projects
- Videos
- Podcasts

### **What is the written outline of the “Life After Keystone” presentation?**

The written outline is simply a basic outline of your presentation that the audience will be able to use to follow your presentation. *You should be prepared with at least 4 extra copies of the outline to share with the audience on your presentation day.*

#### Example

1. Introduction
  - a. Point 1
  - b. Point 2
  - c. Point 3
2. Major Topic
  - a. Point 1
  - b. Etc...

### **What will I be graded on in my presentation?**

Refer to the Senior Project Presentation Rubric.

# Freshman ~ Sophomore ~Junior Years

## What do I need to do in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade for my Senior Project?

All you need to do for these years is to collect the artifacts and write the artifact reflections. It is your responsibility to be prepared with artifacts and artifact reflections to show to your advisor on the scheduled Senior Project Advisor days. You will also want to complete or work on completing the service learning part of the project.

*\*\*\*Students are required to show their advisors all artifacts and artifact reflections for the current school year prior to the last day of school. Any items not submitted by then will not be accepted at a later date.*

## What examples of my class work do I need to save for my presentation?

*The portfolio should be a compilation of **projects** and other learning activities that demonstrate your ability to apply what you have learned. Each piece should be carefully chosen demonstrating your best work and/or your best learning experiences.*

Examples of good projects include:

- Wiki's
- Glogs
- Multimedia presentations (information is presented in more than one format)
- Research Papers
- Newspapers/Newsletters
- Drawings (Art, Maps, Posters, etc.)
- Photos of constructed products including the rubrics.
- Videos
- Podcasts

## What examples of my class work don't you want to see?

- Homework assignments
- Tests – ***You may only include 1 (one) test per year.***

## What is an Artifact Reflection?

It is a thoughtful statement that tells why you chose a particular assignment or project for the portfolio, its meaning in the portfolio, and its value in the portfolio. *You will design your own layout for the artifact reflections.*

### **Artifact Reflections will need to include the following information:**

1. Name of project or assignment you are using as a representation of your work for the class.
2. Explain **why** you chose this project or assignment for your portfolio.
  - a. Because I got an A, is not an appropriate response.
3. Answer 2 of the questions listed below about the artifact.

### **Artifact Reflections will need to meet the following criteria:**

- a. Complete sentences ( a minimum of 3 sentences per question)
- b. No grammatical errors.
- c. No spelling errors.

### **Artifact Reflection Questions (Choose 2 questions to answer for each artifact)**

1. How will this assignment guide and/or help me when completing future assignments?
2. What would I change if I had to do this assignment over again? (“I wouldn’t change anything” is not a response!!)
3. What skills (technology, organization, time management, etc) have I further developed while completing this assignment?
4. What advice about this assignment would you give to a fellow student who has been given this assignment to complete?
5. How does this assignment prepare you for life after high school?
6. What have you learned about yourself while completing this assignment?
7. What person would be most proud of this assignment and why?
8. What did you learn from doing this project?

## What does “Service Learning” mean and what do I need to do to complete this requirement?

Service learning is an educational experience in which students participate in an organized service activity that meets identified community needs and reflects on the service activity in such a way as to gain further understanding of civic responsibility.

- This work is above and beyond any class related activity.
- It must be something that helps the community.

You are required to **complete 20 hours of community service/service learning** by the time you present your senior project. You may complete these hours all at once or a few hours each year.

You cannot pass the project until the 20 hours are completed.

- Examples include –
  - School-sponsored summer sports camps for elementary youth.
  - Volunteering for Church related activities.
  - Participation in activities for local charitable organizations

- Charitable Deeds
- March of Dimes
- American Cancer Society
- Girl/Boy Scout activities for badges
- Humane Society
- United Way
- Historical Society
- Clarion or Knox Library
- AAA Life Services
- Alzheimer’s Association of Greater PA
- American Diabetes Association
- American Red Cross
- Big Brothers/Big Sisters of Clarion County
- Clarion County Area Agency on Aging
- Clarion County YMCA
- Clarion County Historical Society
- Clarion PAWS
- Community Action, Inc.
- Sawmill Center for the Arts
- Penn State Cooperative Extension – 4-H
- Habitat for Humanity
- NWPA Rural Aids Alliance
- Pine City Recreation Hall
- SAFE, Inc.

- All activities must be documented with a letter signed by the facilitator of the event or some other form of verification must be presented as evidence of your participation.
- Any form of community service not related to an organization may be questioned; you should be prepared to explain how your service was of help to the community.
- Examples of **unacceptable** community service activities:
  - Cleaning your grandma’s house
  - Babysitting for your neighbor

## What do I need from my advisor for this presentation?

You need the checklist with the portfolio score.

The checklist from your advisor **must** be completed and signed by your advisor; it must be included in the printed portfolio as the first pages. If it does not appear, you will present on the day of Senior Presentations; however, you cannot pass until the checklist has been completed and submitted.

- Your portfolio will be scored yearly by your advisor.
- The portfolio score will be averaged with your presentation score to determine Pass/Fail for the Senior Project.
- Portfolio assessment will be as follows.
  - Each artifact and artifact reflection is worth a combined total of 5 points.
  - At the end of each year your portfolio will be assessed and the score assigned.
  - Scores from the portfolios will be combined from each year to determine the overall score of the portfolio.
  - If your portfolio is incomplete at the end of the school year a score will be assigned to what has been completed and you will not be able to turn any other additional items in.
- Checklists for *cyber school* students and *home schooled* students must be completed on a yearly basis also.
  - It is the responsibility of the student to contact their advisors and set up times to complete the checklists.
  - Checklists can be completed via email if the advisor is in agreement with the arrangement. The emails that are sent by the advisor approving the items must be kept by the student and presented in printed form with the electronic portfolio.

## **How will I be graded on the presentation?**

The Senior Project will have 2 scores that will be averaged together for a final Pass/Fail score.

- The portfolio score
- The presentation score
  - The committee will use the presentation rubric to score your presentation.

\*\*\*\*\*It is required that you pass this project to graduate from Keystone School District.

The presentation will be based on a Pass/Fail score. **If you fail, you will be given an alternative senior project to complete.**

## **Who am I presenting to?**

The Presentation portion of this project will be in front of a panel of 3 to 4 people. The committees may be comprised of community members, teachers, administration, and school board members.

## **How long should my presentation be?**

The presentation of your portfolio will be a minimum of 10 minutes and a maximum of 25 minutes. Included in the 25 minute time is set up and questions and answers.

## **What should I wear to present?**

You are required to dress appropriately for the presentation. Jeans, t-shirts, hoodies/sweatshirts, hats, flip-flops are not appropriate dress to present a project that will determine whether or not you graduate from high school.

## **What does the audience need to see? How do I prepare?**

Presentation elements that must be addressed are listed on the presentation rubric.

- Review the rubric and make sure that you have all of the required elements.
  - You should explore all forms of media for this presentation.
- Community Service hours should be completed at this time.
- Prepare your written outline and practice your presentation prior to your appointment time.
  - Make sure that you have all of the materials ready to go. This should include visuals, pictures or artifacts to enhance the presentation.

## **What is the printed portfolio and when is the printed portfolio due?**

The printed portfolio is all of the artifacts and artifact reflections that you have kept from 9<sup>th</sup> to 11<sup>th</sup> grade. Along with your cover letter, resume, mock interview sheets and the written outline of the presentation. The printed portfolio will be due the Thursday prior to presentation day to the American Government Teacher/Assistant Senior Class Advisor. The printed version should be presented in an organized manner according to the same Table of Contents in your electronic version. The portfolio should be bound in some way. Example – 3-ring binder.

- If the binder is late, **10** points will be deducted from the total score. This may result in completion of the alternative senior project.

## **I am a transfer student, what do I need to do?**

Underclassman (9-11) who transfer into the district at the beginning of the school year will be assigned an advisor and will begin their electronic portfolio from that point.

## **What if I am a Senior transfer student?**

Seniors who transfer into the district after January 1<sup>st</sup> of the year they are to graduate will do one of the following:

1. Show documented proof from a school official that the project has been successfully completed. This proof must be presented to the Senior Project Committee.
2. If a senior project has not been completed then you must develop a basic electronic portfolio that will be comprised of classes taken at Keystone and/or Career Center classes. The portfolio can focus on personal interests or extracurricular activities. Students will not be required to have community service, career component or any other elements that are unavailable to them. Modifications will be taken into further consideration by the Senior Project Committee on a case by case basis. Advisors will be assigned to incoming students by the Senior Project Committee members.
3. Complete the alternative senior project.

## **If I am assigned to Alternative Education, what do I need to do?**

All students assigned to Alternative Education will complete their checklist for that year with the SMILES staff and the checklist will be returned to the regularly assigned faculty advisor by Mr. Mellott.