

# SENIOR PROJECT

## Newton Country Day School 2019

### **Introduction:**

Newton Country Day School recognizes that learning is not confined to a classroom experience but is an ongoing process which often takes place outside of school. The Senior Project is an exciting opportunity for students to investigate and spend time working in a new and challenging environment, and to broaden their educational experience.

The Senior Project has four major components:

1. Finding a placement/site proposal
2. A goal-setting reflection
3. The internship
4. An oral presentation

Senior Project (SP) is a **graduation requirement**. Seniors will not graduate without successfully completing all components of Senior Project.

Students will be assigned to consult with either **Ms. Ciaburri, Ms. Milone, Ms. Power, Mr. Rosenholtz, or Ms. Sneider** for assistance with finding a senior project site, submitting the proposal, and completing the goal-setting reflection.

### **Part 1: Finding a Placement/Site Proposal**

Information on students' past experiences is available on the [Senior Project Site Evaluation Database](#). Past projects have included a wide variety of fascinating internship sites, such as radio stations, police departments, bakeries, art galleries, and political campaigns.

#### ***Important dates:***

- Student will schedule a ten minute meeting with her senior project advisor to demonstrate that she has made progress in her pursuit of finding a site during the week of **February 11-15**.
- Site Proposal due to Google Classroom **Thursday, March 7**.

*The Site Proposal must include the following:*

- Name of firm, school, or agency with complete address and telephone number
- Name of Field Supervisor with telephone number and email address
- A description of duties at the site

Please see the Student Responsibilities section on page 3 for detailed requirements and guidelines.

## **Part 2: The Goal-Setting Reflection**

The Senior Project Goal-Setting Reflection will give the student an opportunity to reflect on her process of finding a site and set personal and professional goals for her Senior Project experience. The student will then discuss her goals and her path to achieving them in the Oral Presentation.

### ***Important dates:***

- Assignment turned in to Google Classroom: **Tuesday, April 9.**

## **Part 3: The Internship**

This is the student's chance to gain first-hand experience in an area of interest. The Internship should fall into one of the following categories:

- An academic discipline
- The Fine Arts
- Social Services
- Career investigation

### ***Important Dates:***

- Internship dates: **April 29 – May 24**

The proposal is due the day before spring vacation, on **Thursday, March 7th.**

### ***Senior Project Internship criteria:***

- The student may not receive remuneration.
- The student may not work under or with a family member or a close family friend (including extended family members). Your supervisor must be able to objectively evaluate you.
- The internship must be **NEW** to the student – not an environment the student has worked, interned, volunteered, or attended in the past.
- The student may not work directly with another classmate.
- The student may not work from home.
- Travel is not permitted except in specially approved cases.
- **The site work requires five hours a day, five days a week, for four weeks.**
- Internship dates: April 29 – May 24

### ***Absences:***

In the event that there is a vacation at the site, the student must arrange in advance to make up the time. In the event that the student is absent from the site because of illness, she must contact her site, NCDS, notify her NCDS academic advisor, and **make up her time at the site.** The site may not excuse a student from the specific time requirement.

*A note about AP Exams:*

Girls scheduled to take AP exams will be excused from senior project on the days of their tests. Students must confirm in writing (or email) a week in advance with their site supervisor the dates they will be absent. There is no need to make up this time.

*Upon completion of the internship, the student:*

- Submits all necessary forms – Field Supervisor’s Evaluation, Site Hours Log Sheet, etc.
- Gives an oral presentation (details described below)
- Attends all oral presentations for the assigned session

#### **Part 4: The Oral Presentation**

After the Internship is complete, each student will give a formal presentation to her peers and the Senior Project committee at a time and date to be assigned. The Oral Presentation is fifteen minutes in its entirety, including time (five minutes) for questions. Formal dress is required. Punctuality is imperative. Language should be formal rather than colloquial.

*The Oral Presentation should include the following:*

- An introduction to the site, with a description and an account of the work, activities that take place there and why it was chosen
- A summary of personal and professional goals set in the reflection assignment and the path taken to achieve them.
- Description of what was learned and gained through the experience
- An account of how Senior Project is an educational opportunity
- Visual aids (PowerPoint, Google Slides, etc.)

*Evaluation of the Oral Presentation is based on the following:*

- Quality of content and visual aids
- Demeanor and ability to speak clearly and coherently
- Staying within the 15-minute time limit
- Ability to respond thoughtfully to questions based on the project

#### **Student Responsibilities:**

*Before the internship begins, the student:*

- Has an initial consultation with Ms. Ciaburri, Ms. Milone, Ms. Power, Mr. Rosenholtz, or Ms. Sneider.
- Contacts possible sites and identifies a field supervisor and interview subject.
- Schedules a progress meeting with the Senior Project Advisor.
- Chooses a site which fulfills the criteria for Senior Project.
- Visits the site before the site proposal is due. Meets with the Field Supervisor and discusses responsibilities and requirements. Schedules interview time and date.
- Submits a site proposal to Google Classroom (due Thursday, March 7).
- Submits goal-setting reflection assignment to Google Classroom (due Tuesday April 9).

- Submits a copy of the SP time sheet and supervisor evaluation to the faculty advisor and the Field Supervisor.
- Submits a copy of the SP handbook to the Field Supervisor.

*During the internship, the student:*

- Fulfills the work requirements – **five hours per day for four weeks. This totals 100 hours.**
- Corresponds weekly with her NCDS faculty advisor to discuss progress, challenges, etc.
- Contacts NCDS and site if she is absent from her site.
- Completes the Site Hours Log Sheet and has it signed by her Field Supervisor on a weekly basis.
- Submits a completed supervisor evaluation to the Senior Project Committee.

*After the internship, the student:*

- Gives a formal oral presentation to the Senior Project Committee.

### **Faculty Project Advisor (student's academic advisor):**

*The Faculty Project Advisor:*

- Discusses possible projects with the advisees
- Contacts the person responsible for the project after the student has done so to confirm the field supervisor's obligations
- Helps the student adhere to schedules for completing her project, written assignment, and Oral Presentation
- Assists the student in completing her Senior Project calendar allotting time for her other commitments
- Makes certain that the advisee arranges for weekly check-in time (in person, over the phone, email, etc.)
- If necessary to assess progress, visits the student at the site and discusses her progress with the field supervisor
- Contacts student's field supervisor every other week to confirm hours worked

### **Field Supervisor:**

The field supervisor is the person at the site who directly supervises the student's work on a daily basis.

*The Field Supervisor:*

- Reads the Senior Project Handbook and discusses it with the student
- Keeps a careful record of the student's attendance and oversees fulfillment of her responsibilities
- Contacts the student's faculty advisor in the event of any difficulty
- Completes the Field Supervisor's Evaluation Form provided by the school

**Assessment:**

**The student's grade for Senior Project will be determined by the SP team, which includes Ms. Ciaburri, Ms. Milone, Ms. Power, Mr. Rosenholtz, and Ms. Sneider.**

*Please look carefully at the rubric to see how the following impact your grade:*

- Finding a placement/site proposal
- Goal-Setting Reflection
- Field Supervisor's Evaluation (on-site evaluation)
- Site Hours Log Sheet
- Oral Presentation
- Marks will be lost for lateness!

Girls who meet all deadlines, have strong field supervisor evaluations, goal-setting reflections and outstanding presentations will be nominated for **Senior Project Honors**. One girl receives the **Senior Project Prize** at graduation.