



Senior Project Guidelines

**Arcadia Valley Career and
Technology Center
Student Excellence Program
2004-2005**

Arcadia Valley Career and Technology Center

Senior Project

Guidelines

2004-2005

The Senior Project at the Arcadia Valley Career and Technology Center is an opportunity for students to showcase her/his skills. Training is more than receiving instruction. The completion of training includes the application of the skills obtained. The Arcadia Valley Career and Technology Center offers all of its students the opportunity to showcase the individual talents she/he is developing while receiving instruction in our facility. Students should carefully plan for the Senior Project to enhance her/his individual portfolio to be used when seeking employment in their field of study.

There are five main areas of the Senior Project: *1. Proposal; 2. Materials and Supplies; 3. Planning; 4. Process; and 5. Product.* Each of these areas must be planned for in detail to ensure the success of the project. Thorough pre-planning will do a lot to guarantee the success of the project while the work is being completed. What follows is a brief description of the five main areas of the project and what is expected of the student in each of these areas.

PROPOSAL:

Every good project begins with a proposal. The proposal is the formation of the idea behind the project. The student must make a decision about what they would like to do and outline the steps that it will take to take the idea to a reality. Part of any planning stage is the need to obtain approval from the responsible parties. For the student the idea needs to be reviewed with her/his instructor to ensure that it is appropriate to the field of training. Additionally, students should make an initial contact with the responsible individual/group to make sure that her/his idea is possible for attempt.

Once these conversations are completed and the student has a good plan for the project they will need to develop the Senior Project proposal. This should be completed on the "Senior Project Proposal Form". The two main parts of this proposal are the project summary and the steps required for completion. These two items will give the student assurance that the project is reasonable and possible. Review the proposal with your instructor and the Contact/Supervisor to ensure that your plan is attainable. Submit your proposal for approval until you receive acknowledgement that all parts of the proposal are approved. Finally, document the date of approval on the "Senior Project Checklist".

MATERIALS and SUPPLIES:

All projects require a thought out list of needed materials and supplies. The Senior Project is no different. After the instructor has initially approved the proposal, begin to document all of the necessary materials and supplies you will need. Include the items that you will need that can be found in the classroom (all materials used for the Senior Project from the classroom **MUST** have pre-authorization from the instructor). Include the materials that will have to be purchased (this step is important for estimating the cost of the project for the Contact/Supervisor). Finally, include incidental type materials and supplies. Remember that 'nuts and bolts' will not

magically appear for your project. A good estimate includes necessary and incidental materials and supplies.

PLANNING:

This step is vital to a smooth transition from planning to implementation. Knowing when you can begin, what hours you can work, how long you plan on being at the facility and the hours you can work without interfering with normal business operations sets the pace for the employer/contractor relationship. By making sure that the planning information is clearly communicated between the student and the Contact/Supervisor will not eliminate all possible problems, but it will indicate the level of commitment the student has to her/his work and normal business operations.

The planning stage is also where the student should have completed the proposal form and submitted it to the Arcadia Valley Career and Technology Center. At this stage the student should carefully review the proposal form, making sure it is completely filled out, and then submit all documentation for the proposal, materials and supplies and planning stages of the project. This is the best time to place all documents in a notebook for safekeeping. Submitted materials will be returned after review and approval by the panel.

An important consideration in this stage should be the method the student will use to document her/his progress in the Process stage of the Senior Project. Digital photos, videotape, 35mm pictures, and other mediums should be considered. Knowing how you will record the progress of the project will enable you to make sure that the appropriate equipment is available for use during the next phase of the project.

PROCESS:

Now the student has reached the stage of implementation. Work will begin at the earliest part of this stage. The major focus during this phase of the project is recording progress for the final product. After all work is completed the student will need to obtain a final 'sign-off' on their work to show that the project has been reviewed, and approved, by the Contact/Supervisor. As in all real world situations, final approval is necessary to protect the contractor from being required to do more work than proposed originally.

PRODUCT:

In this stage the student gathers the information that she/he has been generating so far in the project and puts it together in its final presentation form. Once together, the student should work to put the final touches on the information to ensure that the record shows the total picture of her/his project. After completing this review the student is ready to submit the information for approval. Revisions may be required and should be completed, as necessary. Once final approval of the project is received the student should include the Senior Project in her/his portfolio of excellence.

Students needing special assistance, or alterations of required work, should review her/his plan with Ms. Barnhouse, or Mr. Ruhman, prior to beginning the Senior Project. Exceptions will only be accepted when **PRE-AUTHORIZED** by Ms. Barnhouse and/or Mr. Ruhman.

SENIOR PROJECT CHECKLIST

1. PROPOSAL:

- 1.a. *Developed an outline of proposal for a project.*
- 1.b. *Meeting with teacher to review the proposed project/outline.*
- 1.c. *Created a written proposal to submit for approval.*
- 1.d. *Received feedback from review panel.*
- 1.e. *Revised written proposal, as necessary.*
- 1.f. *Received final approval for project proposal.*

	Comments:	Initial:	Date:

2. MATERIALS and SUPPLIES:

- 2.a. *Developed a list of necessary supplies for project.*
- 2.b. *List materials needed from classroom.*
- 2.c. *List materials necessary from purchase.*
- 2.d. *Identify 'incidental' materials necessary for the project.*
- 2.e. *Submit lists to Instructor for approval.*

3. PLANNING:

- 3.a. *Speak to responsible individual/group about project.*
- 3.b. *Clear a start date with the individual/group for the project.*
- 3.c. *Give an estimate for a completion date to the individual/group.*
- 3.d. *Identify appropriate work times for completing the project.*
- 3.e. *Complete proposal worksheet (provide to Instructor/Supervisor)*

4. PROCESS:

- 4.a. *Begin work and maintain a daily log of activities (summary).*
- 4.b. *Develop a plan for recording progress made on the project.*
- 4.c. *Obtain final 'sign-off' from Instructor/Supervisor upon completion.*

5. PRODUCT:

- 5.a. *Organize materials completed into a notebook.*
- 5.b. *Organize recording of progress chronicling the project.*
- 5.c. *Outline a review of the project (reviewing what worked and didn't).*
- 5.d. *Create a formal, written review of the project for summary.*
- 5.e. *Submit project for review.*
- 5.f. *Revise final summary, as necessary.*
- 5.g. *Receive final approval for project from panel.*

Students needing special assistance should review their plan with Ms. Barnhouse, or Mr. Ruhman, for exceptions to specific requirements. Exceptions will only be accepted when PRE-APPROVED by Ms. Barnhouse and/or Mr. Ruhman.

**Arcadia Valley Career and Technology Center
Senior Project
Proposal Form
2004-2005**

Student Name:

**Partnering Site/Organization:
Address:**

**Contact/Supervisor Name:
Phone Number: () -
Email Address:**

Summary of the Proposed Project:

Incremented Steps for Completing the Project:

(attach additional sheets, if necessary)

Projected Start Date:

Projected Hours for Completing the Project:

Contact/Supervisor Approval of Start Date:

Hours Contact/Supervisor Agrees for Student to Work:

Method to be used for recording project progress:

Instructor review period (must have a minimum of three reviews during the Process stage):

Review 1 Scheduled: _____

Review 2 Scheduled: _____

Review 3 Scheduled: _____

Additional Reviews Scheduled for: _____

Contract for Project:

We agree that _____ will completed the proposed project. All parties also agree to provide assistance for successful completion of the proposed project. Finally, it is understood that this is a student project and responsibility for completion of the project is primarily based on the student's initiative, work ethic and support of those listed in this contract.

Student Name

Date

Instructor

Date

Contact/Supervisor

Date

Mr. Ruhman

Date

Ms. Barnhouse

Date

