



ALTURAS
PREPARATORY ACADEMY

EDUCATION | SERVICE | COMMUNITY

Senior Project Handbook 2023 - 2024

Information for Students, Teachers, and Parents
Forms, Handouts, and Explanations

Alturas Senior Project

To graduate, all students at Alturas must complete a Senior Project in compliance with Idaho State Graduation Requirements. Projects are based on a pass-fail basis. “The Senior Project is a comprehensive assignment that is designed to be a culmination of each student’s academic experiences from their high school career.” (*Idaho State Board of Education*)

- The project will consist of research, writing, and presentation.
- The project cannot be in conjunction with other projects (such as a PBL assignment, an Eagle Scout Project, etc.) or other classes/clubs.
- The research paper may not, under any circumstances, be a paper written in previous or current classes.
- The senior project is a pass/fail project. To pass, the student will need to receive a “yes” on every statement that is listed in the project rubric.
- Your parent/guardian cannot be your mentor.
- Choose a project from one of the following categories:

Learn	Build or Create	Lead
<ul style="list-style-type: none"> ● Research and learn about something you are interested in. ● A physical experience. Example: Learn to scuba dive, or start a fitness program. ● A career-related project. Example: Investigate a career by volunteering in the field with someone who is currently employed in the area. 	<ul style="list-style-type: none"> ● Build/create something you’re interested in. ● Examples: Painting, scientific model, a rebuilt engine, or a cabinet. ● A written product: Example: Short story, book of poetry, novelette, or newspaper articles. ● A technology project. Example: develop a program that will help facilitate students learning about accounting, coding, or building a robot. 	<ul style="list-style-type: none"> ● Lead an activity ● A performance. Example: A dance or singing recital, theatrical production, video creation or produce a culinary show. ● A community service or humanitarian project.

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Senior Project Requirements

To graduate, all students at APA must complete a Senior Project in compliance with Idaho State Graduation Requirements. Projects will be graded on a pass-fail basis.

Students must complete the following FIVE required components of the project:

- 1. Project Proposal:** With details, community impact, and goals and process. The Project Proposal is required as part of the finished Portfolio.
- 2. Research Paper:** Research papers will be assigned as part of the senior English class. The paper must be 6-8 pages in length. students will follow the standard MLA format for documentation and references. The scoring rubric for the paper will be under the direction of the English Department. The Research Paper is required as part of the finished Portfolio.
- 3. Student Project and Portfolio:** Projects can be an innovative idea related to education or vocation, community service, or post-secondary training. Students will consult and work with the Senior Project Advisor to formulate the idea for the project. In addition, students may select a member from the community as a mentor, but this is optional. Portfolios will include a Time Log and Project Journal. An extension based on a product of the student's efforts, the performance of a skill, or a demonstration of research is optional. Students must provide a log of the time spent (Minimum of 20 hours; 10 for project, and 10 for service) and a visual representation that documents the process and steps followed to achieve the goal of the project.
- 4. Oral Presentation:** Each student will verbally present their project during the open house. Key components of the presentation will be a slide show and visual aid tri-fold designed to enhance the presentation. The presentation will be 8-10 minutes long concluding with a short question and answer session.
- 5. Senior Project Open House:** Each participant will develop a visual of their project to present to an evening open house for the APA families and community. Students will set up their presentation, share research and information pertaining to their project, visit with parents and patrons, and answer questions during the duration of the open house.

Alturas Preparatory Senior Project Consent Form

To the Parent of Guardian:

As a parent/guardian of an Alturas Preparatory student, I am aware that my student must complete all components of the Senior Project to graduate: the Project Proposal, the Research Paper, the Project and Portfolio, and the Oral Presentation at Senior Project Presentation Night.

I/we fully understand that the Senior Project selection decision is made independently by the student, but is subject to advisor/teacher/committee/administration approval. It is assumed that costs of related activities will be minimal; however, all costs of the project will be the decision and responsibility of the student and their parent/guardian.

It is assumed that the Senior Project will be of an educational nature and will not involve unusual risk. If the Senior Project Advisor feels that there is unwarranted risk, parents will be notified before approval is given and may be asked to assume liability.

I/we understand that if my/our student does not complete any portion of the Senior Project they will not participate in graduation ceremonies until completion. If students cannot make these deadlines due to extenuating circumstances, they may appeal the deadlines to the Senior Project Advisor and Principal. The diploma will be held until successful completion of the Senior Project.

Finally, both my child and I understand that falsifying or plagiarizing any aspect of the Research Project Paper or Project will result in failure of the Senior Project. Failure means that the students will not participate in graduation ceremonies and the diploma will be held until the entire component of the project that was falsified or plagiarized is redone from scratch.

Statement of Participation: By signing this Parental Consent Form you acknowledge that you understand your responsibilities regarding the Senior Project.

Student Name: _____ **Date:** _____

Signature: _____

Parent Name: _____ **Date:** _____

Parent Signature: _____

Advisor Signature: _____

Date Received by Advisor: _____

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Senior Project Proposal

Due September 28, 2023

The senior project proposal will be turned in to the Senior Project Advisor for approval by Thursday, September 28, 2023.. You will need to type the proposal with answers to the following questions as included in the Senior Project Google Document.

Please type your responses to each question below in complete, grammatically correct, detailed, and precise sentences.

1. What will you be doing for your project? (*Learn, Build/Create, or Lead examples*)

2. What will you gain/learn through doing this project?

3. How will your project relate to each of the ten International Baccalaureate (IB) Learner Profiles:

- A. Inquirer:
- B. Knowledgeable:
- C. Thinkers:
- D. Communicators:
- E. Principled:
- F. Open-minded:
- G. Caring:
- H. Risk-takers:
- I. Balanced:
- J. Reflective:

4. How will this project be a culmination of your high school experience at Alturas Preparatory Academy?

5. How will this project help you with your post high school plans?

6. How is your project beneficial to you and your community?

7. Who is your mentor and why are they qualified to help with this project? (Answer only if you have a mentor)

EXAMPLE OF SENIOR PROJECT PROPOSAL RUBRIC:

Is the project stated clearly? (<i>Learn, Build/Create, or Lead</i>)	Yes	No
Are anticipated learner gains listed?	Yes	No
Are all ten of the International Baccalaureate Learner Profiles addressed as they relate to the project?	Yes	No
Is the culmination of the high school experience at APA explained?	Yes	No
Does the proposal address how the project will help with post high school plans?	Yes	No
Does the proposal address how the project will benefit the community?	Yes	No
Is the mentor and their qualifications listed? (<i>only if applicable</i>)	Yes	No
PROPOSAL APPROVED?	Yes	No

Alturas Preparatory Senior Project Mentor Request and Consent Form

Dear _____,

I am participating in the Senior Project at Alturas Preparatory Academy. The project requires the cooperation of an adult mentor with expertise in the project topic that I am researching.

Suggested responsibilities of the mentor are as follows:

1. Give the student suggestions and advice to guide them through the process of the project.
2. Confirm the hours the student has spent working with the mentor on the project.
3. To serve as a source of information for the research paper as needed.
4. To verify that the project has been completed.
5. To complete an evaluation of the project.
6. Attend the oral presentation at the Open House relating to the project, if possible.

I understand that I am responsible for keeping all arranged appointments. I also understand that you will be signing an evaluation form at the end of my mentoring experience.

Thank you, in advance for your time and your willingness to be a part of my education.

Student Signature

Date

MENTOR INFORMATION:

Full name: *(print)*

Address:

Mentor phone number:

Mentor email:

Mentor signature:

Date:

Student phone number and email:

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Senior Project Journal

Each journal entry should consist of:

- Date
- Description of monthly project activities
- Successes/victories
- Failures/frustrations
- Learning
- IB Profile Connections

Example of Project Journal:

Date of planning or activity:	Description of planning or activity, successes/victories, failures/frustrations, learning, and IB Profile Connections:
9/10/23 - 10/10/23	This last month I brainstormed ideas about what to do for my project and looked at possible community service ideas. I talked to a lot of my friends and my parents. One thing that was frustrating is that I've had a few good ideas but when I started to dig deeper I realized that they were not going to work out due to time and money constraints. After talking with Mr. Bingham, I decided that I would build a new trophy case for the office. This will benefit everybody because you have to be good at carpentry, and Mr. Hansen agreed to be my mentor, and the office will have a great trophy case.
10/15/23 - 11/15	

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Senior Project Time-Log

Track time spent on project:

- Brainstorming
- Research
- Conversations about project
- Phone calls or emails about project
- Tentative meeting of planning dates
- Work dates

The project must include 20 hours:

- 10 hours of research, planning, preparation, etc.
- 10 hours of work on the project

Example of a time-log:

Date	Key Component	Time Spent	Research/Planning	Project
9/8/23	Brainstorming	20 minutes	x	
9/12/23	Worked on proposal	60 min.	x	
10/1/23	Researched	30 min.	x	
10/5/23	Volunteered and worked on project	2 hours		x

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Senior Project Research Paper

- Write a 6-8 page research paper that is connected to the topic and area of interest.
- The paper must be organized with an introduction, body, and conclusion.
- The research must be connected to the project.
- All in-text citations must match the information on the Works Cited page.
- Works Cited page must be attached and does NOT count toward the 6-8 pages.
- The paper must be written in standard MLA format; double-spaced, size 12 Times New Roman font. (<https://owl.purdue.edu>)
- The research paper must be at least 6 pages in length.
- The research paper must have at least 3-6 credible sources.
- The research paper must explain and address how the project relates to each of the ten International Baccalaureate (IB) Learner Profiles: Inquirer; Knowledgeable; Thinkers; Communicators; Principled; Open-minded; Caring; Risk-takers; Balanced; and Reflective.
- Submit the research paper to the Senior Project Advisor through the online plagiarism checker, Turnitin.com.
- Reminder: You may not, under any circumstances, re-use any papers written in previous or current classes.
- Example of **Senior Project Research Paper Rubric**:

Is the research paper at least 6 pages long - not including the Works Cited page?	Yes	No
Is the Works Cited page attached?	Yes	No
Was the research paper all original written work and submitted to Turnitin.com?	Yes	No
Is the research paper organized (introduction, body, and conclusion)?	Yes	No
Do the in-text citations match the information on the Works Cited Page?	Yes	No
Is the content of the research paper connected to the project?	Yes	No
Are there at least 3 credible sources used in the research paper?	Yes	No
Does the research paper address and relate the project to each of the ten IB Learner Profiles?	Yes	No
Is the research paper in standard MLA format?	Yes	No

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Senior Project Portfolio Checklist

Complete	Incomplete	Objective
		Project Proposal, Pacing Guide, & Consent Form-10 pts. <ul style="list-style-type: none"> ● Proposal, Pacing Guide, & Consent are complete. ● All required signatures are in place.
		Time Log and Project Journal <ul style="list-style-type: none"> ● The documents are dated and complete. ● The student has recorded a minimum of 16 hours on their project.-10 pts.
		Project Portfolio (Google Slides) and Tri-fold Poster <ul style="list-style-type: none"> ● Break into five steps with pictures/diagrams in Google Slides, Prezi, etc. AND Tri-Fold with a 10-20 sentence detailed paragraph explaining each step.-30 pts.
		<i>Step 1</i> - A picture/diagram and 10-12 sentence detailed paragraph are present.
		<i>Step 2</i> - A picture/diagram and 10-12 sentence detailed paragraph are present.
		<i>Step 3</i> - A picture/diagram and 10-12 sentence detailed paragraph are present.
		<i>Step 4</i> - A picture/diagram and 10-12 sentence detailed paragraph are present.
		<i>Step 5</i> - A picture/diagram and 10-12 sentence detailed paragraph are present.
		Graded Research Paper <ul style="list-style-type: none"> ● A copy of the final graded research paper is present in the portfolio.-30 pts.
		A completed Oral Presentation Rubric is complete and present in the portfolio.-20 pts.
	Comments:	
		Total:

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Senior Project Open House Rubric

Student Name:
Advisor Teacher:
Mentor: <i>(Only if applicable)</i>

Yes	No	Senior Project Open House Requirements
		Participation: Students must remain at assigned display during the entire open house to make presentations and answer spectator questions. Students are encouraged to remain standing, but may sit when not answering questions; however, they must stand and greet spectators when they approach and show interest.
		Google Slideshow & Project Poster: Students must display a quality project poster (tri-fold) representing the project and any other physical representations of the project.
		Senior Project Portfolio: Students must have the entire contents of the portfolio on display at the presentation with the Open House Rubric for grading. <i>(See content list below)</i>
		Portfolio Contents: Portfolio Checklist, Proposal and Proposal Rubric, Mentor Request & Consent Form <i>(if applicable)</i> , Mentor Evaluation, Parent Consent Form, Time Log, Project Journal, Annotated Research, Research Paper, Self-Evaluation, Research Paper Rubric, Open House Rubric.
		Professional Attire: Students must be dressed professionally, in their best available business-like dress-code compliant attire.
		PASS: Presenter met all the requirements.

Signature of Grader:	Date:
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If the student does not pass, they must attend a make-up Senior Project Open House.

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Senior Project Pacing Guide

The Senior Project Pacing Guide is a list of important steps in the project with dates to help you stay on track. Below is a preliminary example of the Senior Project Pacing Guide and is subject to revision or change under the direction of APA Administration and/or the Senior Project Advisor.

<p style="text-align: center;">September</p> <ul style="list-style-type: none"> ● My project ideas ● Can my idea work? ● Finalize my idea ● Gains listed ● Examine rubrics ● Determine how each IB Principle is applied ● Proposal due by Thursday, September 28, 2023. 	<p style="text-align: center;">October</p> <ul style="list-style-type: none"> ● Log time and journal notes ● Mentor: get one if needed ● Set up Portfolio (binder with dividers) ● Research - print article, read, and annotate; include in the Portfolio ● Work on project & IB Principle application ● Photos/other evidence collected ● Time log/Journal Check #1 on Thursday, October 26, 2023.
<p style="text-align: center;">November</p> <ul style="list-style-type: none"> ● Log time and journal notes ● Work on project and check pacing guide - on track? ● Check in with mentor (if applicable) ● Photos/IB Principles/other evidence collected ● Time Log/Journal Check #2 on Thursday, November 16, 2023. 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> ● Log time and journal notes ● Work on project and check pacing guide ● Check in with mentor (if applicable) ● Photos/IB Principles/other evidence collected ● Time Log/Journal Check #3 on Thursday, December 14, 2023.
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> ● Log time and journal notes ● Work on project and check pacing guide ● Outline research paper ● Check in with mentor (if applicable) ● Photos/IB Principles/other evidence collected ● Time Log/Journal Check #4 on Thursday, January 25, 2024. 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> ● Log time and journal notes ● Work on project and check pacing guide ● Rough draft of research paper written ● Outline speech and presentation plans ● Check in with mentor (if applicable) ● Photos/IB Principles/other evidence collected ● Time Log/Journal Check #5 on Thursday, February 22, 2024.
<p style="text-align: center;">March</p> <ul style="list-style-type: none"> ● Log time and journal notes ● Work on project ● Final draft of research paper written ● Write speech and presentation plans ● Check in with mentor (if applicable) ● Photos/IB Principles/other evidence finalized ● Time Log/Journal Check #6 on Thursday, March 21, 2024. 	<p style="text-align: center;">April and May</p> <ul style="list-style-type: none"> ● Log time and journal notes ● Senior Project and Research Paper due on ● Practice speech and presentation ● Work on Portfolio ● Work on self-evaluation ● Senior Project and Research Paper due on Thursday, April 25, 2024. ● APA Senior Project Presentation Night on Thursday, May 9, 2024.



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Name:	Date:
<ul style="list-style-type: none">I acknowledge that I received the APA Senior Project Handbook Information and a copy of this form from Mrs. Martin, the Senior Project Advisor, on the 23rd of May, 2023. I also acknowledge that I must check my APA email during the summer for updated documents, access to Google Docs, and to address any issues that may arise.	
Signature:	
Handbook presented by Mrs. Martin in SP meeting 5/23/2023.	

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Senior Project Self-Evaluation

Student Name:	Date:
Advisor Teacher:	
Project Title:	
Mentor: <i>(if applicable)</i>	
1. How many hours did you spend on your project?	
2. What date did you begin?	
3. What date did you finish?	
4. What are 3 specific insights you learned while working on your project?	
5. What are 3 specific insights you learned while working on your research paper?	
6. How did you grow or change from your project? What did you learn about yourself?	
7. What challenges or adjustments did you encounter during your project? How did you overcome these challenges? What would you do differently if you had another chance?	

GRADE YOURSELF: Give a short summary of what grade you think you deserve. Justify this grade with evidence and specific details from your project. 40-50 word maximum.
