

THE SENIOR PROJECT, Newton Country Day School 2008

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 a school. The Senior Project is designed for students to spend time working in a new and challenging environment to broaden their educational experience.

The Senior Project Experience has three major components: the internship, the weekly written assignments and the oral presentation, as well as other shorter assignments. Each will be described in further detail.

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

Please direct any questions about Senior Project to Ms. Shaw or Dr. Abeln

RESPONSIBILITIES: Student

Before the internship begins, the student:

1. Contacts possible sites and identifies a field supervisor
2. Chooses a site which fulfills the criteria for SP
3. Submits a Preliminary Site Proposal to the Committee
4. Visits the site before submitting the Final Site Proposal. Meets with Field Supervisor and discusses responsibilities and requirements.
5. Submits the Final Site Proposal to the Committee, including the Information Sheet
6. Submits a copy of the SP Calendar to the Committee, the faculty advisor and the Field Supervisor

During the internship, the student:

1. Fulfills the work requirements – five hours per day for five weeks* (minus holidays)
2. Meets with her NCDS advisor weekly to discuss progress, challenges, etc.
3. Submits her weekly writing assignments on time
4. Contacts NCDS if she is absent from her site
5. Completes the Site Hours Log Sheet and has it signed by her Field Supervisor on a weekly basis

*This totals 120 hours. For each AP exam a student takes, she can subtract five (5) hours from her total required hours.

Upon completion of the internship, the student:

1. Submits final writing assignment
2. Submits all necessary forms – Field Supervisor’s Evaluation, Site Hours Log Sheet, etc.
3. Gives an Oral Presentation (details described later)
4. Attends all Oral Presentations for the assigned session

INTERNSHIP REQUIREMENTS

In order for a project site proposal to be approved by the Committee, it must meet the following criteria:

The Senior Project Internship must be in one of the following areas:

1. An Academic Discipline
2. The Fine Arts
3. Social Services
4. Career Investigation
 - The student may not receive remuneration
 - The student may not work under or with a family member (including extended family members)
 - The internship site must be NEW to the student – not an environment where the student has worked, interned, volunteered or attended in the past
 - Travel is not permitted except in specially approved cases
 - The site work requires five hours a day, five days a week for five weeks. In the event that there is a vacation at the site (for example, April vacation at public schools), the student must arrange in advance to make up that time. In the event that a student is absent from the site because of illness, she must contact the school, notify her NCDS advisor and make up the time at the site.
 - Information on students’ past SP experiences is available in the College Guidance Office

Internship Forms (Appendices will be on website)

Field Supervisor’s Evaluation

The Field Supervisor evaluates and grades the student’s performance at the site.

Site Hours Log Sheet

Each student’s field supervisor must sign off on this form on a weekly basis. This form must be shown to the NCDS faculty advisor at the weekly meetings and submitted upon completion of the internship.

Internship Calendar

This calendar must be completed including the student’s site hours, extracurricular

responsibilities (sports, drama, etc), AP review sessions and exams, etc.

Site Proposals

Preliminary Site Proposal:

The Preliminary Site Proposal must be typed and in outline form. The proposal must include the following:

1. Name of NCDS advisor
2. Name of firm, school or agency with complete address
3. Name of field supervisor with telephone number and email address
4. A description of duties at the site
5. Reasons why this internship will be worthwhile
6. A list of areas that need further clarification

Final Site Proposal:

The Final Site Proposal must be typed, double-spaced and written in essay form. Along with the proposal, please submit a completed Information Sheet (Appendix D). The proposal will be graded on completeness, clarity, organization, spelling, mechanics and grammar.

The proposal must include the following:

1. The nature of the work experience
2. The reason for this choice of a site
3. How this internship will be challenging
4. The potential value of the experience
5. The design of the project: specific duties and responsibilities

Along with the Final Site Proposal, students must submit their Calendar (Appendix F) with a clear schedule of the hours they will be at their site, along with extracurricular responsibilities, AP review sessions and tests, and any other pertinent information.

The Written Assignments

Students will need to complete three short (1-2 page, double spaced) writing assignments during the course of the project responding to a question posed by the Senior Project Committee. Questions can be answered on any of the assigned Monday due dates, and a separate question must be answered for the final in-house written assignment. The specific questions will be distributed in *EARLY APRIL*.

Written assignments must be turned in to the student's senior project advisor and must be received by 3:00 pm on the due date.

If you plan to submit the assignment electronically, you are encouraged to do a practice email with attachment to ensure that it transmits correctly. The grade will be affected if the paper is late.

The written assignments will be graded on the following:

1. The quality of the writing
2. The thoroughness and thoughtfulness in answering the question
3. The clarity and cohesion of the answer

The Oral Presentation

The time for the Oral Presentation is fifteen minutes in its entirety, including time (five minutes) for questions. An Outline of the presentation must be submitted to Ms. Shaw on the first day of presentations at 8:00 am. The Oral Presentation is a formal presentation and formal dress is required. Punctuality is imperative. Diction need not be stuffy, but it should be formal rather than colloquial.

The Oral Presentation should include the following:

1. An introduction to the site, with a description and an account of the work activities that take place there and why it was chosen
2. Elaboration on one of the writing assignment questions
3. Summation including what was learned and gained through the experience

Evaluation of the Oral Presentation is based on the following:

1. The quality of the written outline and the organization of the presentation
2. Demeanor and ability to speak clearly and coherently
3. Ability to respond intelligently and thoughtfully to questions based on the project

Responsibilities: Faculty Advisor

The Faculty Advisor:

1. Discusses possible projects with the advisee
2. Contacts the person responsible for the project after the student has done so to confirm the field supervisor's obligations
3. Helps the student adhere to schedules for completing her project, written assignments and Oral Presentation
4. Assists the student in completing her Senior Project calendar allotting time for her other commitments.
5. Makes certain that the advisee arranges for a regular time for weekly meetings during the project period
6. If necessary to assess progress, visits the student at the site and discusses her progress with the field supervisor
7. Keeps in touch with the student's field supervisor in the event of any difficulties
8. Reports any difficulties to the Committee
9. Checks the Site Hours Log Sheet on a weekly basis

Responsibilities: 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:

1. Reads the Senior Project Handbook and discusses it carefully with the student.
2. Keeps a careful record of the student's attendance and oversees fulfillment of her responsibilities
3. Contacts the student's advisor in the event of any difficulty
4. Completes the Field Supervisor's Evaluation Form provided by the school
(Appendix C)

Responsibilities: Senior Project Committee (members will be announced in April)

The Senior Project Committee:

1. Reviews the Site Proposals, returns them to advisors and further discusses those proposals that are unacceptable
3. Reviews the Final Site Proposals and returns them to advisors
4. Organizes, conducts and evaluates all Oral Presentations
5. Evaluates the written assignments
6. Holds a final evaluation meeting to determine grades and Senior Project Honors and the Senior Project Prize.