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# Mountain Home High School

## Senior Project Handbook

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### What is a Senior Project?

A Senior Project is a comprehensive assignment that is designed to be a culmination of each student's academic experiences from his/her high school career. At Mountain Home High School, this project will include a **paper reflection, resume, and a presentation** which will reveal the student's progress over their high school career.

### What are the state requirements for the Senior Project?

The requirements from the state for the Senior Project are that it includes a paper and oral presentation and must be completed by the end of the 12th grade year.

- The Paper can be any research paper you have done, but must have at least one source cited in MLA format.
- The Presentation

At Mountain Home High School, the **Senior Project** is to serve as a reflection of the student's growth over their four years at Mountain Home High School. The presentation gives the students the ability to share with the faculty how their education has shaped them through what they have learned in and outside the classroom. The overall goal of the project is to help in bringing focus to the senior year, build self-confidence, and give students a chance to showcase their knowledge, skills and talents.

### **Dual-Enrolled Students:**

The Senior Project is mandatory for all students who anticipate graduation from Mountain Home High School. Each student must complete the senior project requirement.

# Senior Project Checklist

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\_\_\_\_ Meet with your senior project adviser.

\_\_\_\_ Submit your **Senior Research Paper Reflection**. Available on high school web page. This document should be typed and is due to your adviser by **MARCH 6, 2020**.

\_\_\_\_ Create a **Resume** and turn in to adviser by **MARCH 6, 2020**. Use the enclosed guidelines and sample resume.

\_\_\_\_ Turn in your senior project evaluation form with your name clearly printed on it.

**Senior Research Paper Reflection and Resume will be 20% of overall score.**

\_\_\_\_ Enclosed are guidelines for your **Presentation** and a grading rubric. When creating your presentation, save to your Google drive **AND** a flash drive.

\_\_\_\_ Presentation sign-ups will be in your government classes beginning in **February**.

\_\_\_\_ Presentations will be **APRIL 14, 2020**.

**Grading Rubric for Senior Research Paper Reflection is as follows:**

0= Didn't turn it in

2= Needs Improvement Turned it in, but put forth little effort.

4= Developing Gave some thought to answers.

6= Average Honest reflection.

8= Excellent Obvious that student spent time reflecting on the research process and has a solid understanding of what their strengths and weaknesses are regarding the research process.

**Grading Rubric for Resume is as follows:**

0= Didn't turn it in

2= Needs Improvement Turned it in, but missing pertinent information or parts.

4= Developing Provided basic information in all areas.

6= Average Provides more details with very few grammatical errors.

8= Excellent. All areas are thorough with no grammatical errors.

# Senior Project Research Paper Reflection

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Mountain Home High School

Senior Project Research Paper Reflection

Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Group: \_\_\_\_\_

Answer the following questions in complete sentences and in paragraph form. Please type. This document can be found on the high school website. Choose one essay that you have written for a high school level class that required you to cite sources. Reflect on the process of writing the paper from start to finish including figuring out what you were going to write about, finding and using sources, revising, and finally finishing.

1. Please explain what your research paper topic was and explain the process you went through to select your topic.
  2. What resources, class activities, and people were most helpful in researching your topic? Why? Explain the steps you went through in completing the paper, from earliest draft to the final draft.
  3. What did you learn about doing research and the process of doing research? What were your frustrations? How did you overcome them?
  4. What did you learn about yourself as a researcher? What are your strengths and weaknesses as a researcher?
  5. What would you do differently the next time you complete a research project?
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# Resume Guidelines & Sample

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- You may use the resume format in Naviance, Microsoft Word, or any online resume builder. Some cost money; be sure to choose a free site.
- Include your name, complete address, phone number and email at the top. Make them bigger and bolder than the rest of the resume so they stand out.
- Cover the four main categories - Experiences, Education, Skills and References.

## EXPERIENCES:

- List job experiences you have had, including paid and non-paid jobs, TA positions, fund raising or other work you have done for organizations or sports teams.
- List the name and address of who you worked for.
- Give the dates you worked.
- List the duties you performed. For example, a babysitting job could say –Duties included providing safety, providing entertainment, helping with homework, preparing meals.

## EDUCATION:

- List: Mountain Home High School  
300 S. 11th East, Mountain Home, ID 83647  
Will graduate May 2020

## SKILLS:

- List six or seven skills that you are good at. Examples are hard-working, quick learner, team player, creative, pay attention to details, etc. List skills that fit you and the job you are applying for.

## REFERENCES:

- List three people that can speak for you. Give their names, complete addresses and phone numbers.
- Family members cannot be job references. Teachers, coaches, family friends make great references.
- Use adults, not peers.

\*Resumes may be multiple pages and may have pictures\*

# SAMPLE RESUME

## MATTHEW FORD

94 Longford Street, Meridian, Idaho 83646 (208) 555-1683 [ienn12G@gmail.com](mailto:ienn12G@gmail.com)

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PROFESSIONAL    Peterson Toyota    Boise, IDAHO  
EXPERIENCE    *Mechanic    January 2008 - Present*

- Responsible for customer relations, customer financial transactions) vehicle maintenance such as oil changes, transmission and coolant flushes, power steering flushes, belts, fuel filters, keeping the work environment clean, organized, and safe.
- Appointed to shift manager position after six months of employment.
- Responsible for end-of-day financial reports.
- In charge when manager is not at store.

BENNETT MOUNTAIN ROOFING    MOUNTAIN HOME, IDAHO  
*Rofer    April 2010 - October 2012*

- Responsible for tearing off old roofs, roof deck prepping, laying out drywall, re-shingling the roofs, use of nail gun and other hand tools, driving and maintaining vehicles, maintaining tools and equipment, cleaning work site.
- Work performed with minimum supervision.

WESTERN TRAILERS    BOISE, IDAHO  
*Welder    February 2008 - November 2009*

- Responsible for fabricating metal, cutting with torches, plasma cutters, grinders, bending metal using heat, reading blueprints, welding, operating overhead cranes.
- Became a certified welder through this company.

EDUCATION    MOUNTAIN HOME HIGH SCHOOL    MOUNTAIN HOME, IDAHO

- Graduated June 2012
- Enrolled in advanced automotive classes
- Enrolled in advanced welding classes

### ADDITIONAL SKILLS

- Mechanically inclined
- Detail oriented
- Excellent customer service skills
- Think creatively and solve problems
- Quick learner
- Familiar with tools, equipment and machinery
- Honesty/integrity
- Good memory
- Team player
- Hard worker

### REFERENCES

*Ed Carbaugh* 8313 Blue Rock Road, Meridian, ID 83642 (208) 555-7289  
*John Farhner*, 5510 Pink Rock Road, Boise, ID 83702 (208) 555-4141  
*Beth Folsom*, 8888 Mission Beach Blvd, San Diego, CA 98845 (217) 555-4444

## Rubric for Resume

Criteria	8	6	4	2
<b>Personal Information</b>	<input type="checkbox"/> Bolded and easily read <input type="checkbox"/> Legal name <input type="checkbox"/> Complete address <input type="checkbox"/> Complete phone number	<input type="checkbox"/> Easily read <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Phone number	<input type="checkbox"/> Clear <input type="checkbox"/> Incomplete name <input type="checkbox"/> Incomplete address <input type="checkbox"/> Incomplete phone number	<input type="checkbox"/> Unclear <input type="checkbox"/> Missing name <input type="checkbox"/> Missing address <input type="checkbox"/> Missing phone number
<b>Headings</b>	<input type="checkbox"/> Each heading serves a purpose for type of resume <input type="checkbox"/> Pertinent information fits job objective or personal statement <input type="checkbox"/> Information listed in reverse chronological order <input type="checkbox"/> Well written descriptions <input type="checkbox"/> Criteria submitted meets stated objective	<input type="checkbox"/> Most headings serve a purpose for type of resume <input type="checkbox"/> Includes pertinent information under each heading <input type="checkbox"/> Information in some order <input type="checkbox"/> Descriptions fairly well written <input type="checkbox"/> Most criteria meets stated objective	<input type="checkbox"/> Unnecessary headings included or lacking necessary headings <input type="checkbox"/> Gaps in pertinent information <input type="checkbox"/> Information in random order <input type="checkbox"/> Basic descriptions <input type="checkbox"/> Some criteria meets stated objective	<input type="checkbox"/> Incomplete headings <input type="checkbox"/> Lacking pertinent information <input type="checkbox"/> Information lacks dates <input type="checkbox"/> Incomplete descriptions <input type="checkbox"/> Criteria not relevant to stated objective
<b>Format/ Appearance</b>	<input type="checkbox"/> Typed; format correct <input type="checkbox"/> Thorough <input type="checkbox"/> Professional font <input type="checkbox"/> Correct grammar, usage, mechanics, spelling <input type="checkbox"/> Well organized	<input type="checkbox"/> Typed; format acceptable <input type="checkbox"/> Easily read font <input type="checkbox"/> Few grammar, usage, mechanics, spelling errors <input type="checkbox"/> Adequately organized	<input type="checkbox"/> Typed; poor format <input type="checkbox"/> Difficult to read font <input type="checkbox"/> Several grammar, usage, mechanics, spelling errors <input type="checkbox"/> Poorly organized	<input type="checkbox"/> Handwritten <input type="checkbox"/> Difficult to read <input type="checkbox"/> Obvious grammar, usage, mechanics, or spelling errors <input type="checkbox"/> Lack of organization
<b>References</b>	<input type="checkbox"/> List at least 3 references	<input type="checkbox"/> List at least 2 references	<input type="checkbox"/> List 1 reference	<input type="checkbox"/> No note or list of references

Final Score \_\_\_\_\_

# Senior Presentation GUIDELINES:

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- 1 Introduce yourself and give the title of your presentation.
- 2 Discuss your academic career and meaningful learning moments you have had.
- 3 Share what shaped you as a student and as a person (sports, activities, jobs, clubs, community service, hobbies, work experiences, etc.)
- 4 Describe your future plans. Don't be afraid and BE SERIOUS.
- 5 Make sure your whole presentation has the following.
  - > Is it organized?
  - > Does it move smoothly?
  - > Are you prepared to present it?
  - > How are you going to present it and in what format (PowerPoint, video etc)?
  - > Do you know where and when you are to present (room, time & equipment)?

## Giving your presentation:

- :) Make eye contact with the people in front of you.
- :) Use visuals, but don't read from them
- :) Use a strong voice, but don't yell.
- :) Express yourself verbally, use words that are appropriate and you understand
- :) Have poise and use good posture (stand up straight)
- :) Have confidence in yourself. You made it, so you present it like you do. OWN IT!
- :) Don't be scared or nervous, it is just like a good pet, it may seem a little wild but you can handle it no problem.
- :) Make sure you have professional dress and appearance when going in to this.

## Senior Project Evaluation Form

Student's Name: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Time: \_\_\_\_\_ (5-8 minute timeframe) Panel questions do not count toward time.

Grading Key: 4=Excellent 3=Average 2=Developing 1=Needs Improvement 0=Didn't Do

Please circle the appropriate score for each component listed below.

### Content:

Introduction- Introduces Self and Presentation:	4	3	2	1	0
Discusses academic career and meaningful learning moments:	4	3	2	1	0
Shares what shaped student as a person (sports, activities, jobs, clubs, community service, hobbies, work experiences, etc.):	4	3	2	1	0
Describes future plans:	4	3	2	1	0
Organized and moves smoothly:	4	3	2	1	0
Prepared and ready to present:	4	3	2	1	0

### Delivery:

Eye Contact (Using visuals, but not reading from!):	4	3	2	1	0
Voice/Expression:	4	3	2	1	0
Poise/Posture/Confidence:	4	3	2	1	0
Professional Dress and Appearance:	4	3	2	1	0
Time	4	3	2	1	0

### Visual Aid:

Used during presentation:	4	3	2	1	0
Overall Look-demonstrates thought and preparation:	4	3	2	1	0
Clear and easy to follow, read and see:	4	3	2	1	0

### Question and Answer Session:

Quality of Responses:	4	3	2	1	0
Confidence and Fluency:	4	3	2	1	0

### Senior Project Reflection Score:

8 6 4 2 0

### RESUME:

8 6 4 2 0

Additional Comments:

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Final Score: \_\_\_\_\_

56 and above is passing.



# ADVISER SECTION

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# ADVISER CHECKLIST

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\_\_\_\_ Meet the students who have been assigned to you.

\_\_\_\_ Give students Research Paper Reflection handout (also available on high school web page).

\_\_\_\_ Evaluation Form, Research Paper Reflection, and Resume deadline is **MARCH 6, 2020**.  
**Research paper does not need to be included.**

\_\_\_\_ Submit Reflection paper and Resume to Mr. Gunderson by **MARCH 9, 2020**.  
**(Please paper clip all pieces together. Students do not need to turn in their work in folders)**

\_\_\_\_ Presentation sign-ups in American Government classes starting in **February**.

\_\_\_\_ Reflection paper and Resume will be scored on **MARCH 11<sup>th</sup> and 18<sup>th</sup>, 2020** during collaboration.

## Reflection Paper Rubric:

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2= Needs Improvement      Turned it in, but put forth little effort.

4= Developing                Gave some thought to answers.

6= Average                    Honest reflection.

8= Excellent                 Obvious that student spent time reflecting on the research

process and has a solid understanding of what their strengths and weaknesses are regarding the research process.

## Resume Rubric:

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4= Developing                Provided basic information in all areas.

6= Average                    Provides more details with very few grammatical errors.

8= Excellent                 All areas are thorough with no grammatical errors.

\_\_\_\_ Meet with students **before APRIL 6, 2020** to check on their progress.  
Students will have their room assignment by then and encourage them to test any multi-media presentation they are bringing.

## Rubric for Resume

Criteria	8	6	4	2
<b>Personal Information</b>	<input type="checkbox"/> Bolded and easily read <input type="checkbox"/> Legal name <input type="checkbox"/> Complete address <input type="checkbox"/> Complete phone number	<input type="checkbox"/> Easily read <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Phone number	<input type="checkbox"/> Clear <input type="checkbox"/> Incomplete name <input type="checkbox"/> Incomplete address <input type="checkbox"/> Incomplete phone number	<input type="checkbox"/> Unclear <input type="checkbox"/> Missing name <input type="checkbox"/> Missing address <input type="checkbox"/> Missing phone number
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<b>References</b>	<input type="checkbox"/> List at least 3 references	<input type="checkbox"/> List at least 2 references	<input type="checkbox"/> List 1 reference	<input type="checkbox"/> No note or list of references

Final Score \_\_\_\_\_

# Senior Project Nomination for Honors

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Student Name: \_\_\_\_\_

The purpose of this form is to acknowledge students for completing projects which demonstrate excellence in the Senior Project. An honors project will exhibit one or more of the following:

- \*Work well above-and-beyond the basic requirements
- \*Risk taking and intellectual/emotional/social stretching beyond personal limitations
- \*Service about self

This recognition is reserved for those projects, which are truly outstanding. In order to earn Honors on the Project, all judges must recommend the project for such a designation and comment on the project's worthiness below.

Judge: \_\_\_\_\_

Comments:

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Judge: \_\_\_\_\_

Comments:

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Judge: \_\_\_\_\_

Comments:

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