Senior Project Proposal Worksheet

OVERVIEW & DIRECTIONS:

1. <mark>You will be writing your Senior Project Proposal next week in English class (On your block day - either February 25 or 26).</mark>
2. A Senior Project Advisor will be there to guide you through the process.
3. Your Goals and Activities Form will be returned to you when you draft your proposal.
4. In addition to your Goals and Activities, you will need the information on this worksheet to complete the proposal.
5. Your job is to collect the following information so you are prepared to type your proposal.
6. You will bring this completed worksheet to your English class on the day you type your proposal.

Part 1: Student Contact Information

Your Name: _____ Your Orange Email: _____ Your Cell Phone Number:_____

Part 2: Community Sponsor Contact Information

Name of Community Sponsor: _____

Sponsor's Title/Position: _____ Name of the Organization/Business: _____

Sponsor's Work Phone:(include area code) _____ Sponsor's Cell Phone:(include area code) _____

Sponsor's Street Address (street name and number) _____

Sponsor's City: _____ State: _____ Zip: _____

Location of Project (if different from Sponsor's Address): _____

Part 3: Project Details

1. If you will be working with other students on your project, list the names of the students with whom you will be working.

As a note, they will also have to complete their own form

_____

2. Explain how you know your Community Sponsor: _____

_____

    A.   Have you ever worked for this person or company before? **(circle one)**   **YES**   **NO**

        If yes, when and what did you do?_____

        _____

    B.   Does either your mother, father, or another close relative
own or manage this business?   **(circle one)**   **YES**   **NO**

Part 4: Overview of Your Project
This part of the application requires you to write a paragraph providing a brief **overview** of your project. Through this overview you should also **explain which category your project fits into: career exploration, creative endeavour, community service, educational pursuit**. Actually use these phrases. If there is any **additional information or special circumstances** you think we should know in order to understand your project, please include it here.

Part 5: Weekly Time Schedule

Weekly Schedule: Indicate the hours you will be at your project each day. You <u>must</u> account for a <mark>minimum of 6.5 hours each day, (including your 30 minute lunch)</mark>. Your sponsor may reasonably expect you to work eight hours per day if other employees do so. Your project will not be accepted unless this time chart is completed. <u>No more than 8 hours per day can be counted toward the total 120 required hours.</u>

Day of the Week	Begin	Lunch From	Lunch To	Leave	Project Hrs./Day
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

PLEASE NOTE: Students whose hours and locations may vary <u>must</u> do the following:
1. Attach a separate sheet to the proposal giving a specific account of project hours and locations.
2. Create a communication plan to inform your Faculty Advisor and the Senior Project Advisors of your hours and locations each day.
3. If your project hours will vary from week to week, create a time chart for the entire four weeks of Senior Project.

Part 6: Total Hours

You are required to complete 120 hours for Senior Project.
(six hours a day (your 30 min lunch does not count towards the total), five days a week, for four weeks)

You are excused from Senior Project for:
1. the **full day** (6 hours) of an AP Review and an AP Test.
2. the hours you attend post-secondary classes.
3. the hours you are required to attend for Excel Tech classes.

DIRECTIONS: Complete the chart to indicate the hours you will be excused from during Senior Project.

	Name of Course (s)	Total Hours Missed
AP Reviews		
AP Tests		
Post-Secondary Classes		
Excel Tech Classes		

My total required hours for Senior Project are: _____