

# CENTRAL VALLEY HIGH SCHOOL

## SENIOR PROJECT INFORMATION AND FORMS

The graduation project requirement is a policy set forth by the CVSD Board of Directors that applies to every student seeking to graduate from the Central Valley School District.

For the convenience of our students, the graduation project office provides support, assistance and suggestions for getting started and has a list of agencies in need of help. Students may also seek the help of a graduation project committee member if they have questions or concerns. Committee members: Mrs. Jones, Mr. McCreary & Mr. Vukovcan.

### **Central Valley's graduation project consists of six components:**

- **60 Community service hours**  
A contract must be filled out and approved **prior to starting service hours**. Community service hours are to be performed for a non-profit organization.
- **Job shadow**  
Students are encouraged to shadow a career they are interested in pursuing after high school. A minimum of four hours and the completed Job Shadow forms are required. The job shadow visit is considered an excused absence, if necessary, and students are responsible for any school work they miss.
- **Resume**
- **500 Word paper**  
The student's paper should reflect the experience gained during their community service hours and job shadow experience.
- **Visual aid**  
A visual aid is required during the presentation of the project. It can be a compilation of photos documenting the volunteer hours completed and will include the student in the photos. The visual aid is best presented as a Google Slide presentation.
- **Presentation**  
Students will present their project to a panel of teachers in April. They are graded on the following:
  - \*Knowledge of the project
  - \*Organized and well thought-out presentation
  - \*Interesting and informative visual aid--Google Slides
  - \*Command of the English language and public speaking skills
  - \*A presentation that meets or exceeds the ten minute time requirement
  - \*A neat and professional appearance

## IMPORTANT INFORMATION

- Time spent writing your essay paper, putting together your documentation, and class time does not count in the hours required for your project.
- **No hours will be accepted prior to a contract being approved by the Graduation Project Committee.**
- Any project that plans to donate to a charity must complete a Charity Form. This form is located in the Graduation packet.
- Multiple projects require multiple contracts and supervisor/mentor consent forms.
- Family members are not permitted to mentor projects or supervise job shadow experience.
- There is to be no monetary compensation for the student's project.
- Student may not be employed at the place where they complete their project hours or job shadow.
- No project hours may be completed during the school day.
- Creative and academic projects (in lieu of community service) may be considered and approved on an individual basis.





## GRADUATION PROJECT CONTRACT

Name \_\_\_\_\_ Grade \_\_\_\_\_

Project Title \_\_\_\_\_

Part 1. Describe what you plan to do for your project.

Part 2. What activities are planned in order to complete your 60 hours for your project?

Part 3: What do you hope to learn from this project?

- Contract must be approved by the Graduation Project Committee **prior to the start of your project** for community service hours to count.
- Your **visual aid must include pictures** of you completing your project. This validates your hours log and authenticates the project.
- It is your responsibility to **have all required documentation** at the time of presentation.
- **Multiple projects require multiple contracts and supervisor/mentor consent forms.**

COMPLETED SUPERVISOR/MENTOR FORM MUST BE ATTACHED  
SIGNATURES ARE REQUIRED:

Student \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Graduation Project Committee Approval \_\_\_\_\_

Date \_\_\_\_\_

# SENIOR PROJECT

## SUPERVISOR/MENTOR CONSENT FORM

Thank you for creating an opportunity in which our students can experience the gratification and rewards of volunteerism, academic and creative achievement.

Central Valley students must complete sixty(60) hours of service work as part of their graduation requirement. Community Service must, in some way, contribute to the betterment of community, focus on community members, or focus on the betterment of humanity. Academic and Creative projects are also considered, however, these projects must be detailed, substantial, and verified by a professional in the field. Regardless of the project, all hours must be logged and documented with a supervisor's signature.

The mentor/supervisor's qualifications are listed below:

- 21 years of age or older, and not a member of the student's family
- have some expertise in the area of the project
- can commit the time necessary to mentor and guide the student

Please fill out the Supervisor/Mentor Consent Form below.

Thank you for your cooperation, and for mentoring our students. Your efforts are greatly appreciated.

I, \_\_\_\_\_, agree to supervise/mentor \_\_\_\_\_,

a Central Valley High School student, while he/she completes sixty (60) hours in one of the following areas: community service, academic or creative achievement. **No more than 8 hours will be accepted** for each calendar day unless prior approval is given by the Graduation Project Committee. I realize that this is a requirement for his/her graduation and should be completed by January of the student's graduation year.

**There is to be no monetary compensation for the student's project.**

Supervisor Name \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Supervisor Phone # \_\_\_\_\_

# CENTRAL VALLEY HIGH SCHOOL GRADUATION PROJECT HOURS LOG

Student \_\_\_\_\_

Grade\_\_\_\_\_

Supervisor\_\_\_\_\_

Project\_\_\_\_\_

Use this form to record the required sixty (60) hours for your Graduation Project. The supervisor verifying the hours should be the same person who completed the Supervisor/Mentor Consent Form. **No more than 8 hours will be accepted for each calendar day unless prior approval is given by the Graduation Project Committee.**

Date	Activity	Hours	Supervisor's Signature
<b>Total Hours</b>			

# GRADUATION PROJECT CHARITY FORM

Student \_\_\_\_\_ Grade \_\_\_\_\_

Supervisor/Mentor \_\_\_\_\_

Graduation Project Title \_\_\_\_\_

Charity/Group Receiving Donation \_\_\_\_\_

**NOTE:** If you have chosen a project that will require spending your own money **and** raising funds for a charity, you are **not** to be reimbursed out of the money you raise for the charity. You are taking on this project and you must assume all of the project's costs. All donations, monetary or materials, must be documented below.

## **DONATIONS RECEIVED** (Attach all receipts for proper documentation.)

Itemized Donations – List monetary amounts or material. If necessary, you may list additional donations on a separate sheet.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL AMOUNT OF MONEY DONATED  
(Attach a receipt from the charity/group)

\_\_\_\_\_

Student's  
Signature \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_

# JOB SHADOWING EMPLOYER EVALUATION FORM

Student Name \_\_\_\_\_ Career Observed \_\_\_\_\_

Job Shadow Sponsor \_\_\_\_\_

Site Name and Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Please take a minute to evaluate this student’s day on the job.

- |     |  |       |                |          |     |
|-----|--|-------|----------------|----------|-----|
| (1) | The student was punctual.  | Agree | Somewhat Agree | Disagree | N/A |
| (2) | The student actively participated in all tasks assigned.                 | Agree | Somewhat Agree | Disagree | N/A |
| (3) | The student asked appropriate job-related questions.                     | Agree | Somewhat Agree | Disagree | N/A |
| (4) | The student showed a genuine interest in the job area shadowed.          | Agree | Somewhat Agree | Disagree | N/A |
| (5) | The student’s behavior was respectful and appropriate.                   | Agree | Somewhat Agree | Disagree | N/A |
| (6) | The student’s appearance and dress were appropriate for the job setting. | Agree | Somewhat Agree | Disagree | N/A |

\_\_\_\_\_ **successfully completed** \_\_\_\_\_  
 Student’s Name Hours

**of job shadowing on** \_\_\_\_\_  
Date

**Sponsor**  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# JOB SHADOW ASSIGNMENT

To receive credit for your job shadow requirement you must spend a minimum of four (4) hours with your job shadow sponsor and answer the following questions:

- What is the primary mission of this company/organization?
- What are the responsibilities of your department?
- What are your primary responsibilities?
- How does your job relate to the overall organization?
- What other people do you work most closely with?
- Are computers used on the job? If yes, in what capacity?



- What type of education/training does this job require?
- What type of education/training have you had?
- How did you decide upon this type of work?
- What do you see as the demand for jobs like yours in the future?
- What do you like most about your job?
- What do you like least about your job?
- How do you use math, science, social studies, English, computer skills, and other subjects in your work?
- Do you have any advice for me as I consider my career options?

# STUDENT RESUME

The following websites will be of assistance with the preparation of a resume:

[www.jobweb.com](http://www.jobweb.com)

[www.jobstar.org](http://www.jobstar.org)

[www.educationplanner.org](http://www.educationplanner.org)

## PARTS OF A SUCCESSFUL RESUME

### **Contact Information**

The contact information should consist of your name, street, address, city, state, zip code, telephone number and email address.

### **The objective:** (Optional)

A resume should start out with a clearly defined objective. You want to have a strong objective that is direct and to the point. It should show what role you would like to play in the company. If you are applying for different types of jobs, you should adapt your objective to each one.

Examples:

Applying for a sales position: Objective: To find a sales position in an organization seeking self-motivation and determination.

Applying for a technical support position: Objective: Seeking a position that will allow me to use my people skills and customer service experience.

### **Experience**

List jobs in chronological order beginning with your current or most recent experience

Briefly highlight jobs early in your career

Focus on recent positions

Include firm name, location, position held, duties, and timeframe

### **Education**

Begin with highest level of education

Make degrees/diplomas easily visible

Include grade-point average if it is higher than 3.0

List your major

### **Skills**

List computer competencies, foreign language, teaching or tutoring, leadership, machinery you can operate, and licenses you hold.

### **Community Service and/or Affiliations/Leadership**

This section refers to voluntary memberships in professional organizations, community groups or recognized clubs. For example, the American Marketing Association, KCC Business Club or The American Red Cross. Such associations may further support your qualifications.

### **References:**

DO NOT include references on resume. Reference are made available upon request

You should have 3-5 people as references. Past instructors or advisors and employers are good references

Get permission prior to using their name

## **JOHN SMITH**

123 Main Street  
(724) 555-5555  
Monaca, PA 15061  
jsmith@hotmail.com

---

### **OBJECTIVE**

To find a challenging position that will allow me to use my interpersonal skills and customer service experience.

### **EXPERIENCE**

**McDonald's Restaurant**, Monaca, PA 15061 (724) 555-5555

Present – September 2008

Food Service Worker

- Operate cash register
- Maintain a sanitary work area
- Prepare food and restock lobby items as necessary

### **EDUCATION**

**Central Valley School District**, Monaca, PA 15061 (724) 775-4300

Class of 2013

Grade Point Average: 3.0

### **SKILLS**

**Computer:** Internet Literate, Microsoft Windows, Microsoft Office, Outlook Express;

**Specialty:** German, Lifeguard, CPR

**General:** Type 50 wpm, 10-key calculator, telephone etiquette, editing/proofreading, team player, analytical, open-minded, motivated.

### **COMMUNITY SERVICE**

**Friendship Ridge**, Beaver, PA 15009 (724) 773-5251

January 2008 – September 2007

Junior Volunteer

- Developed activities for residents
- Planned and directed a game at annual carnival
- Taught a "Sit and Be Fit" class

### **ACTIVITIES**

Center High Care Club, Secretary

Grade 12

Center High School Senior Class President

Grade 12

Center High School Football

Grade 11-12

Center High Spanish Club

Grade 9-12

References Available upon Request