

SENIOR PROJECT MANUAL

CLASS OF 2016



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PROJECT OVERVIEW

Introduction to Savio Senior Service/Work Project

The Senior Project is an opportunity for Savio seniors to perform servant leadership service and/or investigate a prospective career before graduating from St. Dominic Savio Catholic High School. As members of the Catholic community, Savio seniors complete the Senior Project in order to learn about the greater world and gain life experience in working with others. The internship period takes place during the last week of second semester of the senior year. **All students are required to spend at least 15 hours at their project site.** The Senior Project is designed to encourage Savio students to examine the world outside of the High School, so that students are better prepared for life after commencement. **Participation in the project is a graduation requirement (see student handbook).**

To begin a Senior Project, a student will request and then be assigned a Senior Project faculty advisor. The faculty advisor will help the student throughout the preparation for Senior Project. Most student forms must receive the faculty advisor's approval. Each process of the project and any forms should be discussed with your faculty advisor in person well before the date they are due.

Senior Project Faculty Advisors

The Senior Project faculty advisor is a key player in the Senior Project. Through the guidance, insight, and constructive criticism of the faculty advisor, the student can build a strong Senior Project that provides an enriching learning experience. The student should set up appointments to meet with the faculty advisor well in advance of deadlines. The student should not rely on last minute sessions. Just as students are busy with a number of commitments during the Senior Year, so are Senior Project faculty advisors busy with classroom work, other students, and after school meetings.

Types of Senior Projects

Different experiences are eligible for the Senior Project. These experiences could include shadowing a professional, doing research with an organization, or assisting a social service agency, as follows:

1. **Service Project** This experience includes participating in volunteer work at a social service agency. The Senior Project is the senior year requirement for the Diakonia Service Program, therefore the requirements of Diakonia service also applies for the Senior Project. The majority (at least 8 hours) of your service must involve working directly with people, serving as Christ did. By showing others the love of God, this option allows the student to truly experience servant leadership.
2. **Vocational Project** This experience includes spending time learning by observation about a profession. As Catholic Christians we recognize secular vocation as part of our call to holiness. If we fail to understand the dignity and sanctity of our work, we can fail to revere God's ongoing creation in our daily tasks, and be unable to draw strength from the communion with God that our work represents. This option allows the student to experience servant leadership by spreading Gospel values through everyday actions, and understand the words of the Second Vatican Council, "for all their works, prayers, and apostolic undertakings, family and married life, daily work, if they are accomplished in the Spirit... all these become spiritual sacrifices acceptable to God through Jesus Christ. During the celebration of the Eucharist these sacrifices are most lovingly offered to the Father along with the Lord's body... the lay faithful consecrate the world itself to God" (*Lumen Gentium*, 34).

Students who have difficulty narrowing their project's scope or who have difficulty creating a project should speak with their Faculty Advisor about fields of interest. The student's faculty advisor will help the student find a placement from a list of community organizations, businesses, and hospitals that have volunteered to take students and provide Senior Project experiences for them. **A maximum of three students will be allowed to work at the same project site and each student must complete their own project paperwork.**

Tips for a Successful Senior Project

Projects NOT Advised. The following types of projects will NOT be approved or have a high likelihood of not being approved:

- ☞ Projects without an on-site sponsor(s)
- ☞ Small business projects
- ☞ Projects at the site of student's employment (see ** below)
- ☞ Projects at student's or friend's house
- ☞ Projects at athletic/fitness centers
- ☞ Projects where the sponsor(s) is a relative
- ☞ Projects where you receive payment.
- ☞ Projects involving babysitting, house repair, garden/lawn work

** You *might* be approved to work at your place of employment, but you will **NOT** be "on the clock" (that is, receive payment) during the project hours. Any project that is approved at your place of employment **must** increase the scope of your current job and/or involve job shadowing another employee, such as a manager or supervisor, who has responsibilities that are above and beyond the student's job description. In this way the student can grow and benefit by learning about other aspects of the business that they are involved in.

A Note Regarding the Advisor-Student Partnership

The Senior Project process is designed to help students produce and experience quality projects. Constructive criticism and helpful suggestions from faculty advisors will enable students to pursue creative Senior Projects that will provide meaningful growth experiences.

Your faculty advisors will make every attempt to help you design quality projects. With some modifications, most project proposals move forward to the next step. There are projects that may be rejected. When a project proposal is rejected, direction will be given on how the student can continue to develop a new project. For this reason, it is critical that you stay in contact with your faculty advisor throughout the early stages of your project. Be sure to not only hand in forms on time, but meet with your faculty advisor to ensure project approval.

Not sure what to do for your Senior Project?

Schedule a meeting with your faculty advisor to discuss and brainstorm which area best suits your goals and career interests. Be aware that there may not be anything available in the areas that you select. Contact the potential sponsors and arrange an interview with them.

I. PROJECT TIMELINE

| DATE | ACTION ITEM |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 1/2, 2015 | Senior Project Manual distributed and discussed in Theology class. |
| September 3/4, 2015 | Parent Agreement Form is due to Mrs. Heyl in Theology class. Senior submits request for a Faculty Advisor (via Google Form) in Theology class. |
| September 10/11, 2015 | Senior is assigned a Faculty Advisor. |
| September 25, 2015 | Deadline to meet with Faculty Advisor and explain interest in project. ALL STUDENTS MUST MEET WITH HIS OR HER ADVISOR IN PERSON AT THIS TIME! |
| October 30, 2015 | Project Proposal Form (via Google Form) due. <i>Senior will be notified of project approval or of any needed revisions in Theology class by November 7, 2015.</i> |
| November 20, 2015 | Sponsor Agreement Form due to Mrs. Heyl in Theology class. Student must keep his or her own copy. |
| November 2015 – March 2016 | Senior Project Students will complete 15 total hours and maintain a careful log of their hours and a journal, highlighting observations and accomplishments in their Senior Project. |
| April 12, 2016 | Presentation is due to Mrs. Artzt (via Google Presentation). Title it: <i>Last Name, First Name – SPP.</i> |
| April 20, 2016 | Senior Project Reception 6:30 pm to 8:00 pm at the St. Thomas More Parish Activity Center. Business attire is required by students, (see p. 15 for description of dress code). |

III. PROJECT ROLES and REQUIREMENTS

Project Participant Roles

Although Savio seniors are the ones who will perform the majority of the work on the project, they will have multiple resources and a support network to ensure a successful project. The following is a list of the roles and responsibilities of each person in the Senior Project process.

Senior Students: are responsible for submitting required paperwork by required deadlines, contacting and coordinating with their project sponsor, meeting with and communicating with their faculty advisor, and representing Savio in a mature, respectful manner.

Faculty Advisors: are responsible for reviewing and advising on all submitted paperwork in a timely fashion, providing advice and suggestions to their senior students, and addressing any concerns with the student or family directly.

Parents/Guardians: are responsible for supporting seniors in preparing paperwork, reviewing and signing required paperwork, and in communicating any concerns or questions to faculty advisors. Savio parents may also act as sponsors for students who are not their son or daughter.

Project Sponsors: are responsible for the well-being and instruction of seniors while at their project site, the completion of required sponsor paperwork, and the communication of any questions or concerns regarding the project to faculty advisors.

Requirements of the Project

Seniors who fail to complete the requirements of the Senior Project will endanger their eligibility to graduate from St. Dominic Savio Catholic High School. A successfully completed project consists of the following requirements:

- ☞ Seniors are to complete and submit all required approval forms to the designated person and by the designated method.
- ☞ Seniors are to meet regularly and actively communicate with their faculty advisor.
- ☞ Seniors are to properly and maturely represent Savio and themselves at their project sites.
- ☞ Seniors are to spend at least 15 hours at their project site.
- ☞ During the week of the project seniors are to complete and submit journal entries that include daily reflections, a record of their hours, a final written summary, and a powerpoint presentation.
- ☞ Seniors are to attend the Senior Project Reception on Wednesday, April 20, 2016.

Students are permitted two excused absences if needed to complete their project, as long as they are not in danger of exceeding the 9 day absence limit for the semester as dictated by the student handbook. The absences must be pre-approved two weeks in advance by Mrs. Heyl, the Assistant Principal's office, and the student's teachers, using an Approved Absence Form. These approved absences will be noted as excused absences in the student's attendance record.

IV. PROJECT FORMS AND INSTRUCTIONS

Savio Senior Project Deadline Worksheet

Use this worksheet to keep track of your action items throughout the Senior Project.

Senior Student Name _____ Faculty Advisor _____

| Item | Due | Printed | Completed | Submitted | Revision Needed? |
|---------------------------------------------------------------------------------|------------------------------|---------|-----------|-----------|------------------|
| Submit Parent Agreement | Sept. 3 rd , 2015 | | | | |
| Meet with Advisor, explain interest in project | By Sept. 25, 2015 | N/A | | | |
| Meet with Advisor, Submit Project Proposal Form | Oct. 30, 2015 | N/A | | | |
| Submit Sponsor Agreement Form | Nov. 20, 2015 | | | | |
| Senior Project Week - Journal Entry and Record of Hours due each evening | November 2015 – March 2016 | N/A | | | |
| Presentation due (via Google shared folder) | April 12, 2016 | N/A | | | |

INSTRUCTIONS FOR PROJECT PROPOSAL

Your Project Proposal is due by October 30, 2015. You must meet with your Faculty Advisor before you submit your proposal.

The Project Proposal will be submitted through a Google Form. Have the following information ready before you begin filling out the form, and be prepared to verify that you met with your faculty advisor recently and went over this information.

- ☞ Information regarding proposed project. Be as specific as possible.
 - For a service project, name the responsibilities you expect to have. Is any planning or work necessary before you go to serve? Do you need to provide any materials? Are you planning on involving any other parties to execute your project?
 - For a vocational project, what type of career will you be observing? What types of activities do you expect to be involved in?
- ☞ Are you working with other seniors? If yes, list the names of other students in your group.
- ☞ Are you expecting to need to use one or both of the allowed excused absences allowed for your project?
- ☞ Prospective Sponsor Information
 - **You need to speak with them before you submit your proposal!**
 - Sponsor's Name, Title, Business or Organization
 - Sponsor's Work address, work phone, and work email
 - Have you already spoken or met with this sponsor and discussed your project?

STUDENT INSTRUCTIONS FOR SPONSOR AGREEMENT FORM

- ☞ Fill in all of the required information about yourself.
- ☞ Set up a meeting with your sponsor. You may need to call and meet with a few people before you find someone willing to be your sponsor.
- ☞ Many students find their sponsor (**who is not permitted to be a relative**) through their neighbors and family member's contacts.
- ☞ Explain your intentions for your project clearly to your sponsor. Discuss what you would like to learn and produce from your project. (The minimum products are a daily journal and powerpoint presentation)
- ☞ The sponsor must agree to meet regularly with the student and provide the opportunity for a successful learning experience. The sponsor must verify that the student has worked for at least the minimum required hours on the Senior Project.
- ☞ The minimum requirement is 15 hours to be completed between November-March. Be sure to discuss the exact times you will be present at your site with your sponsor.
- ☞ If you are working in a school setting for your Senior Project, you must also receive an additional signature from the Principal of the school on your Sponsor Agreement.
- ☞ If you are working in a hospital for your Senior Project, you must also receive an additional signature from the Volunteer Coordinator on a letter authorizing you to be a hospital volunteer during the period of Senior Project, but **ONLY** if such a letter is required by the hospital in which you are volunteering.
- ☞ You must obtain the sponsor's information and signature **before November 20, 2015**.
- ☞ You must provide your sponsor with the **Senior Project Guidelines (for Sponsors)** at your first meeting.
- ☞ Mrs. Heyl will keep this form. **Make your own copy for your records.**

**ST. DOMINIC SAVIO CATHOLIC HIGH SCHOOL
SENIOR PROJECT GUIDELINES (for Sponsors)**



Please read these guidelines before planning the Project with the student.

POTENTIAL SPONSOR(S):

Thank you for agreeing to sponsor a St. Dominic Savio Catholic High School Senior for his/her Senior Project. In order to sponsor a student, sponsors are required to be at least 21 years old, not be a relative of the student, and must be knowledgeable in the area of the Project.

AS A SPONSOR, WHAT ARE MY RESPONSIBILITIES?

| WHAT? | WHEN? |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Have an initial meeting with student to help set realistic goals and communicate to the student: <ul style="list-style-type: none"> ☞ Your expectations such as duties, responsibilities, behavior ☞ Dress requirements ☞ What the student will do during the project period | September-November 2015 |
| Sign the Sponsor Agreement . | November 2015 |
| Meet and discuss with the student the student's goals, both personal and regarding the benefits to the community, as well as a calendar for dates and times of work. | November-December 2015 |
| Meet with student to discuss the completion and evaluation of the project. Daily contact is not required but encouraged. | November 2015 – March 2016 |
| Complete a Sponsor Evaluation Form of the student. This form will be emailed to you the week of to be completed online. | April 2016 |

We hope that this outline is helpful to you in working with our students. The forms you need should be delivered by your student and are referred to as The Sponsor Information Packet (also available online at www.saviochs.org).

Do not hesitate to contact the St. Dominic Savio Catholic High School Senior Project Program Coordinator at ah eyl@saviochs.org. If you are mailing material to the high school, please address it to:

**St. Dominic Savio Catholic High School
9300 Neenah Avenue
Austin, TX 78717
ATTN: Senior Projects, Alanna Heyl**

We thank you for working with our fine young men and women to help them grow as servant leaders and responsible members of society.

Senior Project Journal

Students are expected to keep a journal of each day's activities during the senior project week. Each journal entry should begin with the date and the number of hours that you worked that day. It should also include the following information:

- 1) What did I do today? On your last day include a short summary of your entire experience.
- 2) What did I learn? How did I employ Gospel values through my work? Did I witness others employing Gospel values through their work?
- 3) What unique events (if any) occurred?
- 4) What is my next step?

Each entry should be typed and be approximately half a page. Your journal entry must be submitted via your Google Drive Shared folder by midnight of each day that you worked during the week of the Senior Project.

Senior Project Journal – Example of ACCEPTABLE Entry

Date: January 28, 2016

Record of Hours Worked Today: 5

Today I sat in a conference with my sponsor, Dr. Adamson, and a team of doctors who are all cancer specialists. The hospital has been given the OK to begin a new experimental treatment and the doctors were being given the latest details via a teleconference involving a doctor from Brazil. Recent journal articles indicate that this treatment may actually extend the life of some patients up to 10 years. I also learned that the hospital in Austin is only the second hospital in the world to offer this treatment. The discussion expressed much joy, as well as hesitation and even reluctance. The first patients to undergo this treatment will come from as far away as Mexico, Canada, and Ireland. Tomorrow I will be searching for recent journal articles that debated this procedure over the last five years and writing a summary of this work for my sponsor. His secretary helped me begin my search this morning, showing me two great websites geared toward medical research. I also hope to set up a question and answer page for the doctor so that other potential patients can get the expert advice they need before committing to the procedure. The work of these doctors is employing Gospel values and doing the work of Christ because this experimental procedure has the potential to relieve human suffering and bring comfort to people who are sick. It also might allow patients to prolong their lives so they can spend more time with family and spread the love of God to others.

Senior Project Journal – Example of UNACCEPTABLE Entry

Date: January 28, 2016

Today I sat in a conference with my sponsor on a new medical procedure the hospital is considering. It seems very interesting. Tomorrow I will do some research and help the doctor with his work.

NOTE: The unacceptable entry is too short and does not address the four items listed at the top of this page to the same degree that the acceptable entry does. Let this journal be your opportunity to tell your story and not just a way of satisfying a requirement.

INSTRUCTIONS FOR POWERPOINT SUMMARY

PowerPoint Presentation Overview:

Each student is required to submit a 3-4 slide PowerPoint presentation that summarize their project experience. The PowerPoint presentation will be shared with the entire senior class and families at the Senior Project Reception.

PowerPoint Template: Mrs. Artzt will provide a PowerPoint template via Google Docs that the students will use to create their PowerPoint presentation.

Slide Requirements:

- ☞ Slide 1: Should include the senior's name and description of their work/service site.
- ☞ Slide 2: Should describe the work/service performed by the senior at their site.
- ☞ Slide 3: Should describe what the senior gained from this experience.
- ☞ Slide 4: An optional fourth slide may contain a photo of the senior at their site that is indicative of the work/service in which they participated.

At the Reception each student will present their powerpoint on their laptop or other school-accepted device to the St. Dominic Savio community, be present to discuss their experience with others, and answer any questions that may be asked.

Dress is business professional. This means a dress shirt, dress pants, and a tie for the young men. The young women must wear a modest dress, dress pants or a skirt with a modest top or blouse. Hems should be no shorter than 2 inches above the knee and shoulders and front must be covered (equivalent to no more than one button unbuttoned). All must be in conservative colors and patterns.

**ST. DOMINIC SAVIO CATHOLIC HIGH SCHOOL
SENIOR PROJECT PARENTAL AGREEMENT**

Instructions How to Complete the Parent Agreement:

- Fill out all information completely.
- The parent/guardian signature grants the student permission to leave school and participate in this project, just as with a St. Dominic Savio Catholic High School field trip release form.
- *You should keep a copy of this form for your records.*

Student Name: _____
 Last name First name

I grant permission for my child to undertake the Senior Project. I will be aware throughout the program of the project that he/she designs, proposes, and is approved. Having read the Senior Project manual, I am aware of the responsibilities and obligations of my child.

I am aware that acceptance is contingent upon fulfillment of the obligations and criteria stated in the Senior Project Manual and that failure to meet these requirements will jeopardize my child's participation in Senior Project, which is a graduation requirement of St. Dominic Savio Catholic High School.

Lastly, I am aware that my child will be working with a sponsoring business or non-profit agency for his or her Senior Project. I understand that they will NOT be under direct supervision by a Savio staff member during their time at their project site and will be allowed two excused absences (if needed) to complete their project during the school day.

Please print clearly below:

Parent/Guardian's Name: _____

Parent/Guardian's Address: _____

Parent/Guardian's Work Phone: _____

Home Phone: _____

E-mail: _____

Parent/Guardian's Signature: _____ Date: _____

**ST. DOMINIC SAVIO CATHOLIC HIGH SCHOOL
SENIOR PROJECT SPONSOR AGREEMENT**



Student Name: _____
 Last name **First name**

I agree to sponsor the above student as he or she works on his or her senior project. I have been made aware of my obligations and look forward to assisting the student in completing his or her hours.

Sponsoring Business or Service Organization: _____

Sponsor's Name (Please Print): _____

Sponsor's Work Address: _____

Sponsor's Work Phone Number: _____

Sponsor's Work E-mail: _____

_____ **YES** _____ **NO** **As a sponsor, I am aware that I will receive an Evaluation Form in April by email.**

Sponsor's signature: _____ **Date:** _____

If your project is at a school, you will need the school principal's signature:

Building Principal: _____ **Date:** _____

If your project is at a hospital, you will need the volunteer coordinator's signature:

Volunteer Coordinator: _____ **Date:** _____