

LAKE-LEHMAN SCHOOL DISTRICT GRADUATION PROJECT CONTRACT

As part of the high school graduation requirements, _____
Student's name
will complete a project in one or more areas of concentration, under the guidance and direction
of _____ of the high school faculty and _____
from our community (if applicable). This student is required to meet the project demonstration
criteria as set forth in the Chapter 4 Regulations of the State Board of Education.

The major objective of this graduation project is _____

*The senior project may not be credited towards my participation in any other school or
community-based organization.

I plan on working: _____ alone _____ group of no more than 3

If applicable, list group members: _____

My project type will be: (please check one):

____ Community-service based (30 hours volunteering)

____ Community-service based fundraiser (30 hours plus minimum of \$500 raised)

____ Project-based (30 hours of work and project donated to non-profit organization)

High School Student's Signature _____ Date

High School Mentor's Signature _____ Date

Parent/Guardian's Signature _____ Date

Parent/Guardian's Signature _____ Date

GRADUATION PROJECT PLAN OF ACTION

*The graduation project plan of action **MUST** be typed.

I. The title or theme of the Graduation project:

Examples: S.P.C.A.

A Shaker Blanket Chest (Donated to a non-profit organization)

Forensic Pathology Research Paper

Hi Meadows Grandparent Program

Locks of Love

II. Write Out Project Type

A. Write out the complete objective, (make sure the type of graduation project chosen and the research topic are included in the complete objective).

Examples:

To research the origin of nursery rhymes and create a CD of original nursery rhymes to present at nursery school.

To research geriatrics and donate a minimum of 30 hours at Lakeside Nursing Home.

B. Step by Step Procedure.

1. Describe the step by step procedure you plan to follow.

2. Use as many numbers as you need to complete the procedure.

C. Timeline.

1. Describe the time-line you intend to follow for this project, using months.

2. Use as many numbers as you need to complete this section.

COMMUNITY MENTOR AGREEMENT

I, _____ agree to serve as a mentor for

 Mentor
 _____ for the duration of his/her Graduation Project.
 Student's Name

Having professional experience in the _____, I understand that I

 Area of Expertise
 am acting as a facilitator giving guidance and suggestions as needed.

I further understand that the student is ultimately responsible for the successful completion of his/her Graduation Project. It is the student's responsibility to request assistance and to schedule meetings at a time that is convenient for the mentor.

This section is to be completed by the Mentor:

I agree to serve in the capacity of Graduation Project mentor for the student identified above regarding the following topic:

Should the terms of this agreement change in either of the following ways, I understand that I have the right to terminate my responsibilities as mentor.

- A. Additional students begin to work on this project without my knowledge and/or permission.
- B. The project topic changes to such a degree that my expertise can no longer be utilized.

Student's Signature	Date
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Mentor's Signature	Date
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Mentor's Phone Number

MEETING RECORD FOR HIGH SCHOOL MENTOR

Student Name _____ Conference Date _____

1. Project Topic (Brief Description).

2. What was discussed during this session?

3. Areas to be explored before the next conferencing session.

Mentor's Signature _____

Next Scheduled Conference _____



MEETING RECORD FOR HIGH SCHOOL MENTOR

Student Name _____ Conference Date _____

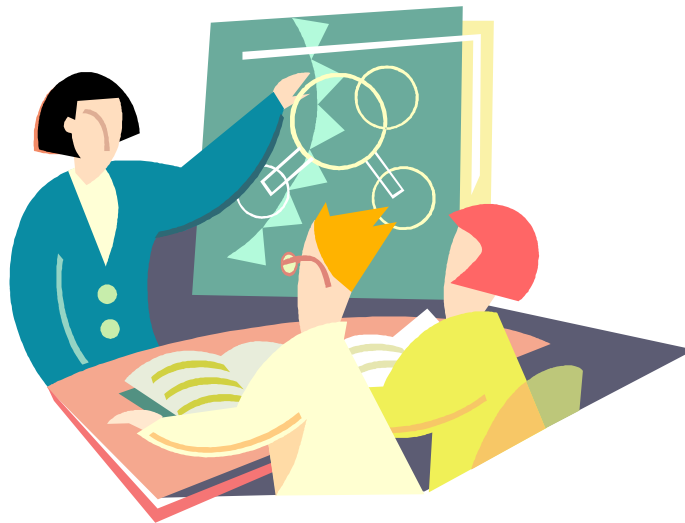
3. Project Topic (Brief Description).

4. What was discussed during this session?

3. Areas to be explored before the next conferencing session.

Mentor's Signature _____

Next Scheduled Conference _____



MEETING RECORD FOR HIGH SCHOOL MENTOR

Student Name _____ Conference Date _____

5. Project Topic (Brief Description).

6. What was discussed during this session?

3. Areas to be explored before the next conferencing session.

Mentor's Signature _____

Next Scheduled Conference _____



**MEETING RECORD FOR COMMUNITY MENTOR
COMMUNITY SERVICE/PROJECT-BASED TOPIC**

Community Mentor _____

Lake-Lehman Senior _____

Date of the Meeting _____

Length of the Meeting _____

Material Discussed and /or Accomplished

Mentor's Signature _____

Telephone _____

**MEETING RECORD FOR COMMUNITY MENTOR
COMMUNITY SERVICE/PROJECT-BASED TOPIC**

Community Mentor _____

Lake-Lehman Senior _____

Date of the Meeting _____

Length of the Meeting _____

Material Discussed and /or Accomplished

Mentor's Signature _____

Telephone _____

HIGH SCHOOL MENTOR EVALUATION FORM

(One form should be completed for each person working on the project and attached to the project.)

Student's name: _____

Requested my supervision on a graduation project for the period of time beginning in April and ending in March of the following school year.

Major project topic/objective: _____

The following information concerning this Graduation Project has been provided honestly and to the best of my ability and may be used as one form of evaluation for this Graduation Project.

Evaluation Rubric: 3 = Always 2 = Sometimes 1 = Rarely 0 = Never

Criteria	Evaluation
1. I met with my student a minimum of three (3) times during this process.	_____
2. The student came to our meetings with all information requested of him/her.	_____
3. The direction and progress of the work, indicating the beginning, middle and conclusion, was evident.	_____
4. Problems were identified and solutions discussed as the project progressed.	_____
5. All required paperwork was turned in to the appropriate person at the appropriate time.	_____
6. Physical evidence of their project was made available to me on various occasions.	_____
7. I believe the student personally completed all of the submitted materials.	_____
8. The student illustrated commitment and dedication to the project.	_____
9. The student displayed a positive attitude.	_____
10. The student demonstrated initiative in contacting and meeting with the high school mentor.	_____

Total _____/30 Pts.

Additional Comments

Mentor's Signature	Date
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COMMUNITY MENTOR GRADUATION PROJECT EVALUATION FORM

The following student _____ has been under my supervision for the period of time beginning _____ and ending _____. His/Her major objectives and/or responsibilities while completing this Graduation Project are as follows: _____

This information concerning the senior's performance has been provided honestly and to the best of my ability and may be used as one form of evaluation for his/her Graduation Project.

Evaluation Rubric: 3 = Always 2 = Sometimes 1 = Rarely 0 = Never

Criteria	Evaluation
1. I met with my students(s) a minimum of two (2) times during this process	_____
2. The student(s) was on time for our meeting	_____
3. The student(s) came to our meetings with all information requested of him	_____
4. The student(s) displayed a positive attitude.	_____
5. The student(s) was respectful to everyone with whom he/she worked.	_____
6. The student(s) demonstrated knowledge of His/her subject area and /or required responsibilities.	_____
7. The student(s) demonstrated a good work ethic. (Were they concerned with the quality of their work?)	_____
8. The student(s) performed his/her responsibilities For the entire contracted time period.	_____
9. The student(s) appeared to enjoy what he/she had chosen to do.	_____
10. If placed in a hiring position, would you hire this person for a job?	_____

Total _____ /30Pts.

** Please give this form to the student in a sealed envelope or send to the following address:

Graduation Project Committee
c/o Lake-Lehman High School
PO Box 38
Lehman, PA 18627-0038

Mentor's Signature

Phone number

