

The Senior Job Shadow Experience

(as part of your graduation requirements
from Berkshire Junior-Senior High School)

Guidelines, Requirements, and Forms for the Project



2018-2019

BERKSHIRE HIGH SCHOOL SENIOR SHADOW PROJECT

• RATIONALE •

The Berkshire High School Senior Shadow Project is designed to provide interested seniors with the opportunity to work on a meaningful, independent project within an area of interest.

The Senior Project will occur during the last three weeks of the school year. Participating students will be exempt from the last three weeks of school at Berkshire and any Berkshire classwork during that time. The rationale behind the project is as follows:

1. Receive hands-on experience in an activity and profession that interest the student.
2. Develop a deeper awareness of the following:
 - a. Self-discipline
 - b. The world beyond the classroom
 - c. Professional interactions
 - d. Work ethic
 - e. Problem identification, action planning
3. Provide interactions outside the community “bubble” to foster personal growth and development.
4. Encourage students’ individual pursuit of personal interests.

The Senior Project provides students with an opportunity to work independently in an area of interest. It can serve as an excellent learning endeavor as students gain “real world” experience and information regarding a potential long-term interest.

Students may not graduate with an unsuccessful senior project. Pass or No Pass will be based on the advisor’s evaluation, the showcase content, the evaluation of the review committee, the student’s progress toward the stated goals and the recommendation of the student’s community sponsor.

Eligibility for participation in the Berkshire Senior Shadow Project:

1. Student must be classified as a senior and on track to graduate in May 2019.
2. Student **must be passing all current classes through the fourth nine weeks** Progress Report (Friday, April, 26, 2019). If a student receives any “F” grades or incompletes (“I”) on their progress report, they will not be eligible to participate in Senior Project.
3. Student must meet all graduation requirements.
4. Student must **follow attendance policies and procedures** as stated in the student handbook. Excessive absences and/or tardies (excessive is **defined as 10 total** for the entire year – excused and unexcused) may disqualify a student’s participation in Senior Project.
5. **Inappropriate student behavior or disciplinary consequences** that occur before the student leaves for Senior Project may disqualify the student from participating in Senior Project.
6. Inappropriate student behavior during Senior Project may result in school disciplinary consequences and/or removal from Senior Project and/or **forfeiture of the opportunity to participate in graduation exercises.**
7. Student must:
 - a. Turn in all books and school issued devices by Friday, May 3, 2019
 - b. Pay all school fines and fees by Friday, May 3, 2019
8. Student must work with their assigned Faculty Advisor. The Faculty Advisor will provide guidance and serve as a liaison with the Community Sponsor.
9. Student must submit completed proposal to his/her Faculty Coordinator (Ms. Hull) for the Senior Project by the assigned due date.
10. Student must arrange his/her Community Sponsor/location and is responsible for his/her own transportation. **No out of state trips will be approved.**

PROJECT GUIDELINES

1. The project will be implemented during the last three weeks of the school year.
2. Student is to submit Senior Project Proposal to his/her Faculty Advisor. **Pages include: 9, 10, 11, 12 and 13.**
3. The Faculty Advisor will submit a completed proposal to the Senior Project Committee for review and approval. **The Senior Project Committee has final authority to approve or reject student proposals.**
4. The Student-Parent-Community Sponsor Agreement form (page 11) must be signed and submitted with the proposal.
5. Student must meet all criteria stated in the **STUDENT ELIGIBILITY** section.
6. **Berkshire Students are required to spend 10 days and a minimum of 50 hours at the Community Sponsor's place of business. Auburn Seniors and Seniors with 7+ hours of CCP courses in the Spring Semester are responsible for 30 hours over the course of 10 days since they are not exempt from CCP or Auburn coursework. The Senior Project Committee will review this deviation.**
7. Student is to receive no compensation for project work. **Student may not use current or former place of employment for project.**
8. Student is responsible for all expenses incurred during the project (i.e. transportation costs, etc.)
9. Student is responsible for arranging the location of the project and for all transportation to and from that location.
10. Student is not permitted on school grounds during the school day unless arrangements have been made with the Faculty Advisor.
11. Senior Project locations must be within the local area. **No out-of-state locations will be approved. Also, the community sponsor may not be a relative of the senior completing the project, nor may the senior work in direct contact with a relative.**
12. Student must meet the **requirements of the project**: 1) communicate with the Faculty Advisor once a week; 2) submit a final, typed reflection paper & journals on the project; 3) participate in exit interview with Faculty Committee; 4) complete thank you note to Community Sponsor; 5) present an exhibit at the Senior Awards Night.
13. The Faculty Advisor will consult with the Community Sponsor to determine if the student is meeting expectations. If the student is not meeting expectations, the Faculty Advisor can recommend the withdrawal of a participating student. The student will return to school immediately and will fail all work missed during participation in the project. The student must complete all course work from reentry into the class and take the final exam. If the student does not return to school, he/she may be denied the privilege of participation in the graduation ceremony.
14. **Berkshire High School will not assume any liability incurred through the participation of the student in the project.**

SENIOR SHADOW PROJECT
• TIMELINE •

- OCTOBER Senior Shadow Informational Meeting
- DECEMBER & JANUARYSenior Class Follow Up Meeting
- FEBRUARY 21, 2019 Thursday Senior Project Proposal
Deadline (Student Interest Form Student-Parent-Mentor Agreement)
- MARCH 8, 2019 Friday... Advisory Committee Responses
- MARCH 15, 2019 Friday Student Application Re-submission
Deadline (for students originally rejected or needing revision)
- MARCH 22, 2019 Friday... Final Notification of Acceptance
NO MORE PROPOSALS WILL BE TAKEN AFTER THIS DATE
- APRIL 23-MAY 3, 2019.....Individual Advisor Meeting (finalize plans, set up
communication)
- APRIL 26, 2019 Friday.....Final Progress Report to determine eligibility
- MAY 3, 2019 Senior Project Check Out (All fees, fines must be paid, books/devices
returned)
- MAY 6, 2019 Monday First Day Senior Project Participation
- MAY 6 – MAY 17, 2019 Two Mandatory Advisor/ Advisee Communications
- MAY 17, 2019 Friday Last Day Senior Project Participation
- MAY 20-24, 2019Exit Interviews with Faculty Advisory
Committee/Reflections & Journals due/exhibit due for Senior Awards Night
- MAY 22, 2019 WEDNESDAY.....Mandatory Attendance at Senior Awards for exhibit

***ALL PAPERWORK DUE TO FACULTY ADVISORS BY THE DUE DATE IF
YOU WANT TO PARTICIPATE IN THE SHADOW PROJECT. SPEAK TO
MS. HULL IF THERE IS AN UNAVOIDABLE ISSUE.***

JOURNAL INSTRUCTIONS

1. Every student on Senior Project is expected to keep a journal in which they record their day-to-day experiences.
2. **Type** your journal each day and **keep them to turn in during the exit interview**.
3. Be sure to include the **exact hours** that you worked **each day** at the **top of the page**.
4. Give the **specific time** when you wrote your entry.
5. Use **complete sentences**. Avoid fragments and phrases.
6. In addition, each entry should consist of a minimum of two paragraphs, to consist of the following:
 - a. **Paragraph 1** – Describe exactly what you did on a particular day.
 - b. **Paragraph 2** – Write a personal reaction or evaluation of what you did that day.
Some ideas for your consideration:
 - Did you like what you were doing? Why or why not?
 - Why do you suppose you were asked to do a certain activity?
 - Did everything happen exactly as you expected it to, or were there some surprises?
 - How will you benefit from what you are learning?
7. The journal is not to be written on the job, but after your day's work is done.
8. **It is your responsibility to have your faculty advisor check your journal for appropriate length and content if you are unsure. You will turn in a finalized, typed journal at your exit interview.**

PROJECT REFLECTION

Your final evaluation of Senior Shadow Project should include the following information and will be **due at your Exit Interview**. You will be expected to use **good composition skills**.

Your reflection paper must be typed, double spaced, with a font no larger than 12 points, and **two to four pages in length**.

1. Restate your goals and objectives.
2. State how you achieved your goals.
3. Explain why you think you succeeded in achieving your goals or why you did not.
4. Describe the benefits you derived from this experience. Describe both positive and negative experiences.
5. State what specific skills or procedures you learned.
6. Explain abstract qualities you learned or discovered that you already had. (i.e. – self-reliance, self-discipline, self-motivation, compassion for the ill and disabled, patience and understanding for the young, perseverance, etc.) Explain how these qualities were exemplified in your work.

EXIT INTERVIEW INSTRUCTIONS

1. As a final culmination of your Senior Shadow Project experience, you will participate in a **5 to 10 minute exit interview** with Berkshire faculty members/administration/community members.
2. **A time will be assigned to you for Monday, May 20, 2019-Friday, May 24, 2019.**
3. You are required to submit the following items to the faculty committee at this interview:
 - a. Completed Journal (typed- see guidelines)
 - b. Reflection Paper (typed- see guidelines)
 - c. Thank you note/envelope addressed to the sponsor (handwritten and neat)
 - d. Exhibit for Senior Awards night (see guidelines)
 - e. Your final timesheet with logged hours and signatures
4. At the interview, you will be asked a series of questions pertaining to your senior project as a summation of your experience.
5. Be prepared to describe your exhibit to the interview panel.
6. *Be prompt* to your appointment. Tardiness to the exit interview and/or failure to bring each completed item to the interview *may result in forfeiting your opportunity to participate in the graduation ceremony* (page 12, Student-Parent-Sponsor Agreement).

SENIOR AWARDS NIGHT EXHIBIT

The presentation must include the following elements:

- a. A brief discussion of what you learned and how you benefited from your Senior Project experience.
- b. A short analysis of how the project will affect your plans for the future
- c. An overview of your program goals and success regarding these goals

You must use at least TWO professional quality visual aids that may include:

- a. Tri-fold presentation board – required of all student presenters
- b. Video/Animoto/Streaming Presentation (that runs automatically)
- c. Portfolio or album of photograph
- d. Your creation during Senior Project
- e. Props from the profession

Tables will be provided to hold your display. You must provide all other materials needed to present your project such as extension cords, picture board, duct tape, markers, etc. Plan ahead if you plan to use school equipment or personnel.

Additional visual aids may be used, however, must be pre-approved by faculty advisor.

PROJECT PROPOSAL 2019

Please Type neatly. This project proposal is also available on our website under Senior Resources – you may type the information, then print this four-page proposal and submit two (2) copies to your Faculty Advisor.

Due: Thursday, February 21, 2019

STUDENT NAME: _____

STUDENT PHONE: _____

STUDENT ADDRESS:

street address *city* *state* *zip code*

PROFESSIONAL AREA YOU ARE SHADOWING (i.e. accounting, education, marketing, construction, etc.): _____

COMMUNITY SPONSOR INFORMATION:

Company Name: _____ Phone: _____

Company Address:

street address *city* *state* *zip code*

Name of Sponsor (who you will shadow): _____

Professional Title of Sponsor: _____

Please print off directions to location from Berkshire High School and attach.

I. List at least 4 specific goals for this project (what you will DO and/or learn).

Goals:

1. _____

2. _____

3. _____

4. _____

5. _____

PROJECT PROPOSAL (continued)

Due: Thursday, February 21, 2019

II. List at least 3 specific activities you will be experiencing while shadowing. Additional activities may be listed on the back.

Activities:

1. _____
2. _____
3. _____
4. _____
5. _____

III. Are you presently working, or have you worked for this company or person in the past? (*please check one*) Yes _____ No _____

If so, when and in what capacity?

Do either of your parents or other close relatives own or manage this business? (*please check one*)

Yes _____ No _____

Please explain, if yes:

IV. The following items **must be** submitted at the Exit Interview to help us evaluate this project:

1. Journal of daily activities.(see page 5)
2. Time Sheet. (see page 18)
3. Final reflections paper, 2-4 pages, double-spaced. (see page 6)
4. Thank you note for community sponsor.
5. Your exhibit for the Senior Awards Night (see page 7)

V. Describe a possible props, pictures, evidence, etc. that you could present at the Senior Project Fair on Wednesday, May 22, 2019.

VI. Explain in detail how this shadow project connects to your future professional plans. How will it help you prepare/plan for the future?

PROJECT PROPOSAL *(continued)*
TIME SHEET

Due: Thursday, February 21, 2019

Indicate the hours that you **can be EXPECTED to be at your project site each day**. Remember the Berkshire Senior Project requires that the student spend a **minimum of 50 hours (30 for Auburn and 7+ credit hour Spring CCP students)** working, excluding lunch. Your sponsor may expect you to work up to eight hours a day if it is customary for the regular employees. This schedule **can be amended as the project commences**, but the updated schedule must be filed with the faculty advisor at least 24 hours before you work.

<i>Date:</i>	<i>Time In:</i>	<i>Time Out:</i>	<i>Total Daily Hours:</i>	<i>Total Weekly Hours:</i>
Monday, May 6				
Tuesday, May 7				
Wednesday, May 8				
Thursday, May 9				
Friday, May 10				
Week Two				
Monday, May 13				
Tuesday, May 14				
Wednesday, May 15				
Thursday, May 16				
Friday, May 17				
Total Project Hours:				

Students whose hours and locations may vary must do the following:

Attach a separate sheet to this proposal giving specific details about project hours and locations.

Agree to submit to their faculty advisor on a weekly or daily basis a detailed schedule.

Student Signature

Date Signed

Community Sponsor Signature

Faculty Advisor Signature (office use only)

Community Sponsor Printed Name

STUDENT-PARENT-COMMUNITY SPONSOR AGREEMENT

(To be completed by the Student and Parent/Guardian and turned in 2/21/19)

TO STUDENT:

I agree:

- To adhere as closely as possible to the schedule and objectives which I have set for myself.
- To make progress reports at the times and in the form designated by my faculty advisor.

I understand:

- That I am exempted from academic requirements during the period of the project.
- That if I choose to discontinue my project and continue attending classes, I am responsible for all work and final exams in my classes.
- That it is my responsibility to notify all coaches and activity sponsors of my project, that successful completion and acceptable reporting of the project are required, that I am required to attend those activities required for graduation.
- That I must NOT receive payment for this project.
- That the school is not liable for any injuries that I may sustain as a result of this project.
- That I am responsible and liable for all transportation and any costs connected with the project.
- That if I fail to meet expectations of Community Sponsor and Faculty Advisor, I may be removed and returned to school.
- That I have read and understand all of the eligibility guidelines.
- ***That if I fail to complete the Senior Project requirements or are removed from Senior Project for any reason, I may forfeit the opportunity to participate in the graduation ceremony.***

Student Signature

Date Signed

TO PARENT/GUARDIAN:

I have read the guidelines for the Senior Project and have discussed them with my son/daughter. I realize that the school cannot directly supervise him/her and I understand that the school is not liable for any injuries that he/she may sustain as a result of this project.

Parent/Guardian Signature

Date Signed

TO THE COMMUNITY SPONSOR:

I have seen a copy of the Senior Shadow Project guidelines for Berkshire High School and the student has given me a copy of the role of the Community Sponsor. He/She has discussed with me the aims and objectives of the Senior Project. We have discussed both his/her and our mutual expectations. I have read his/her proposal for the Senior Project. I approve it and will fulfill my obligations as outlined in the *Role of the Community Sponsor*. Furthermore, I agree not to pay this student in any way, nor in the future, for services rendered during project time. I understand that the school is not liable for any injuries that he/she may sustain as a result of this project.

Community Sponsor Signature

Date Signed

Response from Advisory Committee

(Turn this form in with your proposal and it will be returned to you with your response from committee.)

APPROVED: _____ NOT APPROVED: _____ DATE: _____

REASON YOUR PROJECT WAS NOT APPROVED:

Signed:

**BERKSHIRE HIGH SCHOOL
SENIOR SHADOW PROJECT
• ROLE OF FACULTY ADVISOR •**

The faculty advisor is essential to the success of this program. Consistent communication and follow through are imperative. Faculty advisors should provide support and challenge students throughout this educational experience.

Responsibilities:

1. Serve as a liaison with on-site coordinator. This entails communicating with the on-site coordinator each week of the project and any other time deemed necessary.
2. Meet with student once per week completing the following tasks:
 - a. Review time sheets
 - b. Review reflection entries
 - c. Collect Community Service Log Sheet
 - d. Discuss activities and progression towards achievement of project goals
3. Offer assistance in overcoming unexpected obstacles (contacting on-site coordinator to suggest different experiences, addressing other issues that may arise).
4. Provide guidance and assistance with the student's final project and presentation (Page 15).
5. Attend student's final project presentation
6. Communicate any problems with building assistant principal.

**BERKSHIRE HIGH SCHOOL
SENIOR PROJECT
• FACULTY ADVISOR AGREEMENT •**

This form is to be filled out at the initial meeting between the student and the faculty adviser before the start of the project and is a formal agreement between the faculty member and the student.

STUDENT'S NAME: _____

Agreement between the student and the faculty advisor

We plan to make weekly contact in one of the following manners:

WEEK #1: May 6 – May 10

_____ Phone Call Date: _____ Time: _____

_____ E-mail Date: _____ Time: _____

_____ Scheduled appointment Date: _____ Time: _____

WEEK #2: May 13- May 17

_____ Phone Call Date: _____ Time: _____

_____ E-mail Date: _____ Time: _____

_____ Scheduled appointment Date: _____ Time: _____

**BERKSHIRE HIGH SCHOOL
SENIOR SHADOW PROJECT
ROLE OF THE COMMUNITY SPONSOR**
(To be given to the Community Sponsor by the Senior)

SENIOR: *This page is to be given to your Community Sponsor at the time you discuss with him/her what his/her duties will be. Be sure that your community sponsor reads your written proposal and understands the commitment.*

THE ROLE OF THE COMMUNITY SPONSOR:

The role of the community sponsor is essential to the success of Senior Project at Berkshire High School. As responsible men and women in the community, you will play an active part in the student's learning experience. In playing a dual role as a student's mentor and sponsor, you will give the student a concept of the adult world as it really is.

As sponsor, you will be asked to accept the following responsibilities:

1. To help the student organize his/her project and then indicate your approval of it by signing the appropriate statement at the bottom of page 11 on the Student-Parent-Community Sponsor Agreement Form.
2. To advise and guide the student as he/she follows through on his/her project proposal and sign a weekly time sheet to indicate that he/she has completed the required hours.
3. To fill out an evaluation form at the close of the project.

The following is additional pertinent information that we feel you will find useful:

1. **The Senior Project begins on Monday, May 6, 2019. Students last day at their sites is Friday, May 17, 2019.** Students are to work a minimum of five hours per day (excluding their lunch hours) and a maximum of eight hours. **A minimum of 50 must be spent at the work site (30 hours for Auburn students or those with 7+ Spring CCP hours).**
2. Attendance and punctuality are important. Absences must be made up.
3. A student may NOT be paid for his/her project work.
4. No relative may be in a direct line of supervision for the student. He/She may not work at a relative's place of business or at a place of business where he/she has been employed previously.
5. Each student will also choose a faculty advisor who acts as a consultant for the student when writing the project and again during project time. The advisor will further act as a liaison between the community sponsor and the school. Your contacts with the school can be made through this person.
6. The faculty advisor may, or may not, have expertise in the project area.

7. Berkshire High School will not assume any liability incurred through the participation of the student in the project

BERKSHIRE HIGH SCHOOL
Senior Shadow Project 2019
COMMUNITY SPONSOR EVALUATION FORM

(To be given to the Community Sponsor by the Student upon project completion)

Student's Name: _____

Name of Community Sponsor: _____

	EXCELLENT	GOOD	FAIR	POOR
Level of Interest				
Communication Skills				
Reliability (attendance, punctuality)				
Cooperation/Attitude				
Initiative				
Contribution				
Motivation				
Appearance				
Level of Commitment				
Receptive to New Ideas				
Ability to work with others				

Company Name: _____

Did the student meet your expectations? (please check one) YES _____ NO _____

Please Comment On the Following:

Student's Strengths:

Student's Weaknesses:

BERKSHIRE HIGH SCHOOL
Senior Shadow Project 2019

COMMUNITY SPONSOR EVALUATION FORM (continued...)

(To be given to the Community Sponsor by the Student upon project completion)

In what ways do you feel that the student benefited from the experience?

How did you benefit from the student's project?

How do you evaluate the Senior Shadow Project Program?

What suggestions do you have for improving the Senior Shadow Project?

Would you be willing to sponsor another Senior Project? YES _____ NO _____

May this information/evaluation be shared with the student? YES _____ NO _____

Please return by Wednesday, May 22, 2019 to:

Berkshire High School
Attn: Senior Project Evaluations
PO Box 365
Burton, Ohio 44021
FAX: (440)834-0440
Email: meghan.hull@berkshireschools.org

Thank you for your assistance in this project. Berkshire High School hopes that you found your experience to be a rewarding one.

**BERKSHIRE HIGH SCHOOL
SENIOR SHADOW PROJECT
~FINAL TIMESHEET~**

(Fill this sheet out with your completed hours and have your community sponsor sign it. Turn it in at the exit interview.)

<i>Date:</i>	<i>Time In:</i>	<i>Time Out:</i>	<i>Total Daily Hours:</i>	<i>Total Weekly Hours:</i>
Monday, May 6				
Tuesday, May 7				
Wednesday, May 8				
Thursday, May 9				
Friday, May 10				
Week Two				
Monday, May 13				
Tuesday, May 14				
Wednesday, May 15				
Thursday, May 16				
Friday, May 17				
Total Project Hours:				

I verify that _____ was participating at the job site for the hours indicated above.

Signature of community sponsor

Date

Signature of student

Date