

Senior Advisory 2009-2010

Senior Project Instructions

Key Dates

- **9/17 – Credit Check/Updated Transcripts Received**
- **10/15 – Senior Presentation Overview, in Advisory**
- **11/12 – Employability/College Planning, in Advisory**
- **12/10 – Review Best Works/Complete Portfolios**
- **1/14 – Turn in Portfolios for Evaluation; Signups for Senior Presentations, in Advisory**
- **2/11 – Help & Pointers for Preparing Presentation Slideshow, in Advisory**
- **3/11 – Prepare/Practice Presentations w/ Slideshows**
- **3/16 – Presentations 8:30 am – 10:30 am**
- **3/18 – Presentations 8:30 am – 10:30 am**
- **3/23 – Presentations 3:05 pm – 5:05 pm**
- **3/25 – Presentations 3:05 pm – 5:05 pm**

Changes This Year

- Improved Rubrics (on school website)
- All Seniors will use Powerpoint slides in their presentations (no display boards)
- Improved Employability Profiles & school/career planning documents (Nov. Advisory)
- Presentation dates moved back to March, with both am & pm times
- End of year speakers, etc. to be announced

Best Works

- Before the Winter Break, select a Best Work (BW) assignment for each class, this semester. Don't wait for the teacher to announce one.
- Each BW should reflect skills or knowledge you have gained, regardless of the grade you earned on it.
- Write a reflective typed essay for each BW (instructions on the school's website). Have it reviewed and assessed by the classroom teacher for whom it was produced.
- Once you've met the standard on this essay, your classroom teacher will sign and date the first page of the essay, and attach the assessment rubric to it.
- Place the completed BW (the assignment artifact, the reflective essay and the attached rubric) into your portfolio notebook.

Best Works (cont.)

- You should already have a dozen or more BWs from previous years, in your portfolio. Finish any essays that are incomplete and get your teacher or someone like them to assess these essays.
- For a class where you really learned a lot, you could even have a second BW. You just need a minimum of one from each class you take this semester, plus the ones from previous years.
- Your BWs should reflect a variety of important learnings, including skills, insights, and knowledge central to your Pathway(s).
- Ultimately, you'll select up to fifteen (15) BWs for your final portfolio. If you have fewer than eight (8), it will be almost impossible to pass. For maximum points, have some from each year of high school plus some from each Pathway you had.
- For your Senior Presentation, you'll identify three of these BWs – at least one from your Pathway plus one, each, from your last two years.

Preparing Your Final Portfolio

- Over the next few months, weed out old versions, runner-up BWs, notes, handouts, etc. that you don't need for the final portfolio.
- Keep these papers in the green folder your Adviser has for you; don't throw anything away.
- Make a cover page, section dividers, list of BWs, etc., as you see fit, for use in your Final Portfolio. You can purchase 3-ring binders and/or sheet protectors at the DECA Store, or at any store which sells school supplies.
- You can see a list of everything you need to include in your Final Portfolio on the school website by studying the 12th grade column and the Portfolio Assessment Rubric (see next slide).
- Organize the portfolio in the same order as the Assessment Rubric.
- At the Jan. 14th Advisory you'll turn in your Final Portfolio and your Advisor will begin assessing it (giving it a score).
- The Portfolio Assessment Rubric is on the website, at the bottom of the 12th Grade column in the large box.
- You need to score at least 63 to pass your portfolio assessment and be allowed to sign up for and give a presentation. If you fail, you can file an appeal, but, at best, that will cause you extra work, extra stress, and delays in finding out if you can graduate.
- Your Adviser will notify you by Feb. 11th whether or not your Final Portfolio passed.

Signing Up for a Presentation Appointment

- At the Jan. 14th Advisory, as you turn in your Final Portfolio, you'll be allowed to sign up for a Presentation Appointment.
- There will be slots for each of four days: On March 16th and 18th, the appointment slots will be in the morning. On March 23rd and 25th, they will be in the afternoon.
- Sign up for an appointment which you and, perhaps, your family members will be able to attend. Once a slot is taken, no one else can use it (unless you get someone to trade with you).
- Mark this date and time in your planner.
- A reminder letter or postcard will be sent out by the school.
- If you miss your appointment, you will probably have to go through the appeals process – more work, more stress, and delays.

Preparing Your Slideshow

- You may already have begun working on your slideshow. It must be prepared in Powerpoint, which is available on all the school computers, and in most public libraries.
- If you haven't begun a slideshow yet, there is a starter template you can use along with instructions on the school website. It's in the lower box on the Advisory page.
- If you're using a newer version of Powerpoint (like the one in Office 2007, which is on approx. half the computers at school), be careful to save your file as a Powerpoint 97-2003 Presentation.
- Your slides should correspond to the portfolio requirements, adjusted for the presentation. For example, your slideshow should refer to the three BWs you'll present, not all the BWs in your portfolio.
- Unlike this slideshow, which is designed to be used more like an instruction manual, your slides should have very few words and they should be in a fairly large font.
- Try to organize your slideshow in the same order as the Presentation Content Rubric, which is in the lower box on the Advisory page of the school website.
- Try to avoid any slides with more than five (5) bullets.
- Create slides which focus and hold the listener's interest, upon which you will elaborate.

Preparing and Giving Your Presentation

- Once your slideshow is done, begin practicing your presentation. Always time yourself. The maximum time limit is 15 minutes. If your presentation is shorter than ten minutes, find ways to build it up more.
- Try to practice with a computer, holding the mouse in your hand. Each mouseclick should advance the slide.
- Practice in front of a mirror, set up so you can see the computer screen. Don't turn around and face the screen. Face your make believe audience.
- Never read the words that are on the slide. Use them like a headline, to hold your audience's attention, while you explain and embellish in your own words.
- Use notecards while you practice, but try to practice enough so that you don't need them.
- Practice with a make believe portfolio in front of you, turning the pages as you advance the slides and talk about the contents in your own words.
- Practice in front of family members, or friends, or even pets. If you can get your cat to pay attention to you, you know you're doing a great job.
- Public speaking can be stressful, but no more so than a scary movie or thrill ride. If you enjoy yourself, you'll give a good presentation. The secret is getting everything done in time and then doing a lot of practice.
- Be sure to dress nicely for your presentation. Wear the type of clothes one might wear to church or to a job interview. Look business-like. Don't dress like you're going out on the town. Dress like you mean business.
- Encourage friends or family members to attend your presentation. Remember to take some pictures.

Preparing and Giving Your Presentation (cont.)

- Your committee will include at least one or two teachers and some community members. The teachers will use the Content rubric. The community members will use the Skills rubric.
- Remember to greet your committee. Stand up when you're ready to begin, and take charge. Thank them for taking time to learn about your academic accomplishments and your readiness to move on beyond high school.
- As you speak, make eye contact with each member of your committee as you present. At the end, take a moment to thank them, again, and ask if anyone has any questions.
- Remember that they are all pulling for you. Also remember they have six presentations to watch, so help them by keeping on time. However don't suddenly stop in the middle and skip important parts, hurting your score. If you practice with a watch, you'll do fine.
- Several days after your presentation, you will be notified whether or not you passed. If you take the steps recommended here, you will certainly pass. If you should fail, you'll have to appeal.