

Benedictine High School



**Project Real
Senior Project 2017**

Table of Contents

Timeline	page 1
Rationale	page 2
Student Expectations	page 3
Signature Page	page 4
Required Online Forms	page 5
Project Real Reflections	page 6

Project Real Timeline

Task

Due Date

Research possible worksites

BEFORE APRIL

Project Real Form and Signature Page

Friday, April 7

The Form is designed to show THE FINAL worksite the student as chosen. Unless extreme circumstances present themselves, the student is expected to carry out the program at this worksite. Fill out the form at: <http://bit.ly/BenePRForm>

The Signature Page is designed to verify that the Student, Parent, and Sponsor understand the project and objectives. See Page 4. This form is due in the counseling office by the end of the day on April 4th.

Project Real Experience

May 13-22

Students will carry out the program during this week. Students will be monitored by faculty advisors via phone, email, and possible on-site visits. **Students are required to track their daily time through x2Vol within Naviance. Including a daily reflection.**

Project Real Reflection

Tuesday, May 23

Students will turn in a completed reflection (PowerPoint presentation). Failure to complete this reflection could result in withholding the student from graduation exercises. **In addition students are required to submit a “Unofficial Service Transcript” of hours from the x2VOL system which includes a daily reflection.**

Project Real Rationale

Project Real is designed to provide seniors with the opportunity to work on a meaningful, independent project within a career they are interested in.

This project will take place May 13-22. The rationale for the project is as follows:

1. Receive hands-on experience in a work field that interests the student.
2. Develop the following:
 - a. Work ethic
 - b. Professional interactions
 - c. Self-discipline
 - d. Preparation and planning
3. Have students provide community service.
4. Encourage students' individual pursuits of personal interests.

Note from the Counseling Department:

During the students time at Benedictine we have had several conversations about careers, colleges, and interests. We strongly believe that students should find a career in a field that they find interesting, intriguing, and possibly fun. It is our hope as students are preparing to go into the next phase of their life that this experience will give them valuable insight into a potential future career field.

To Project Real Sponsor:

Thank you for helping our students experience a short time in your career field. You are playing a vital role in the formation of the student you are working with. We look forward to hearing from the student all the wisdom and experience that you have helped them obtain. If you have questions or concerns, please contact Carter Welo by phone at 216-421-2080 x385 or by email at welo@cbhs.edu.

Project Real Student Expectations

1. All Students are expected to communicate with a chosen sponsor and set up the needed accommodations.
2. Project Real is not a paid experience. Any student who receives payment for this experience will jeopardize his graduation.
3. Students should seek placements in a professional, career-oriented nature. This is an opportunity for the students to shadow someone in the adult professional world and gain as much insight from this experience as possible.
4. Sponsors cannot be a member of your immediate family. You may work in the same place as a member of your immediate family, but with a different sponsor.
5. Each student is expected to submit the necessary paper work on or before the assigned dates. Late submissions will not be tolerated. Students who fail to turn these forms in on time will be assigned maintenance roles at Benedictine High School for the length of Project Real.
6. If the Project Real location changes after April 7th, you must notify the Project real coordinator and complete all required paperwork again.
7. Every student is expected to work his independent project for a total of 35 hours during the week-long experience. These hours can accumulate in a number of ways, so as long as 35 hours of experience is completed.
8. For the year of 2016-17 seniors are permitted to do up to 14 hours of Project real prior to May 13th. All documentation must be completed and the hours must be tracked in the x2Vol system.
9. All students should complete the questions from the Project Real Reflection. The answers to these questions will help form your PowerPoint presentation. The presentation will take place Tuesday, May 23.

Project Signature Page

DUE Friday, April 7, 2016

Student Name _____

I have completed the Form and Statement of Purpose at: <http://bit.ly/BenePRForm>

Student Signature _____

Sponsor (Print) _____
First Last

Occupation _____

Sponsor Approval

- I have reviewed the Project Real Rationale, and Timeline for this project.
- I understand that the student has a statement of purpose which I can request in order to gain more insight into his goals of this project.
- I believe that I will be able to help this student explore the career field listed above.
- I understand that I will receive emails to verify the students reported time with me.
- I understand that I may be contacted by a Benedictine Faculty member to verify my email and activities a student has completed
- I will notify the school if there are any concerns or issues with the students' project.

SPONSOR SIGNATURE _____

SPONSOR EMAIL _____

Parental Approval

I approve my son's sponsor and activities as he has proposed. I understand that he has created a statement of purpose and has been instructed to keep a copy for his records and for me to review if I choose.

Parent Signature _____

Date _____

Required Online Forms

Form and Statement of Purpose: (Due April 7th)

Found at: <http://bit.ly/BenePRForm>

The questions for the Statement of Purpose are:

1. What are your reasons for choosing this experience? List two reasons.
2. List three goals that you intend to accomplish during your experience.
3. List in as much detail as possible specific activities, experiences, and tasks you and your sponsor have mapped out for you.
4. Give a general work schedule that you plan to keep during the program. Remember, it must total 35 hours during the week of the program.

Daily Reflections and Time Tracking (x2Vol)

1. x2VOL has two ways to access it
 - a. Found in the left column in Naviance Under Recourses
 - i. Click x2VOL
 - b. x2VOL APP
 - i. Requires you to have logged in once through Naviance
2. Click “Add Hours” under Common Tasks
3. **Only the first time** Click “Create New” under Personal Projects
 - *Can be done before hand without inputting hours
 - a. Activity Name Needs to be Project Real
 - b. In description add the name of where you will go.
 - c. Click the box “Make this a recurring project”
 - d. Make sure the Activity Contact is Correct including the email
4. After Step 3 has been done once Click Add Hours on right
5. Fill in Claim hour’s section.
6. Fill in Comments Section (This is your daily reflection)
7. Click Submit

Project Real Reflections

Step 1: Record your daily time in x2VOL through “resources” in Naviance. You must include a daily reflection. For this reflect on any of the below questions. After your final tracked time, follow the instructions to print an Unofficial Service Transcript and include the expanded Descriptions. See page 8 for detailed instructions. This will be turned in to your assigned faculty observer.

Step 2: Create a presentation to facilitate a report to your faculty observer. Your PowerPoint presentation should address at least the questions below. The end result will be a 5-10 slide PowerPoint presentation. You will bring this with you on Friday, May 23 to present to your assigned faculty observer.

Day One

What were your initial feelings about the experience?

How were you welcomed?

Were you comfortable? Nervous?

Did you know your sponsor beforehand?

Personal Relations

How were you treated?

How did people treat one another?

Was the atmosphere friendly?

Schedule

Was there enough for you to do?

Did you work alone?

Were you more energetic in the morning or afternoon?

Were you at a desk, or were you mobile?

Did the days pass quickly, or did they drag on?

Type of Work

What type of work did you do? (research, filing, physical tasks etc.)

Did you prefer any of the tasks over the others?

Any tasks that were your least favorite?

Career

Although it was only a little more than one week, could you see yourself making a career in this field?

Why or why not?

Experience

What was the best thing about your experience?

What was the worst?

Would you recommend this place of business for a later shadowing experience?