

Eureka Jr. Sr. High School Senior Exit Project Guidelines



***Congratulations to the EJSHS
Graduating Class of 2023!***

Eureka Jr. Sr. High School Senior Exit Project Guidelines

During their tenure at Eureka Jr./Sr. High School, and with the aid of classroom teachers, students will maintain portfolios that include a variety of projects and reflections from various disciplines. Starting in freshman year and finalizing during senior year, students will select a minimum number of the projects from their portfolio to showcase growth over time and preparedness as effective communicators, critical thinkers, lifelong learners, and well-rounded, productive members of society.

The Senior Exit Project, consisting of a slide show presentation and an exit interview, is a graduation requirement of Eureka Jr./Sr. High School.

Students who do NOT complete the Senior Exit Project will NOT be allowed to walk with their class at graduation.

Table of Contents for Senior Exit Project

Rationale.....	2
PowerPoint Guidelines.....	3
Cover Letter Guidelines.....	5
Personal Creed	5
Six-Word Memoir.....	6
HS Transcript and Academic Awards	6
HS Athletics and Activities	6
Extracurricular Activities	7
Letters of Recommendation Guidelines and Example	7-8
Writing a Résumé.....	9-10
Job Shadowing Guidelines.....	11
Guide to Writing Thank You Notes	11
Community and School Service Guidelines.....	12
Community and School Service Verification and Reflection Form.....	13
Freshman through Senior Year Slideshow	14
Academic Projects	14
Growth Over Time	15
College and/or Career Analysis.....	15
Goals and Plans: Where Are You Going?.....	16
Final Reflection	16
Portfolio Score Sheet.....	17
Interview and Presentation Guidelines.....	18
Presentation Guidelines.....	19
Exit Interview Score Sheet.....	20
Interview Preparation Questions.....	21
Mentor Guidelines.....	22
Senior Exit Project Mentor Checklist.....	23
Frequently Asked Questions.....	24

Eureka Jr./Sr. High School Senior Exit Portfolio Rationale

This student-centered process allows students to

- reflect on work and see growth accomplished throughout the years at EJSHS;
- receive positive feedback;
- practice the interview process for real-world application;
- focus on strengths;
- begin a lifelong process of reflection and service; and
- connect work to post-secondary goals.

Anticipated Cross-Curricular Educational Results

Students become **critical thinkers** who:

- acquire and apply knowledge of content standards,
- analyze, interpret, evaluate, and synthesize information,
- demonstrate technological skills through computer applications, and
- employ knowledge to solve problems.

Students become **responsible members of society** who:

- take responsibility for personal decisions, and
- participate in community service.

Students become **lifelong learners** who:

- demonstrate study skills,
- take responsibility for learning,
- set goals, and
- utilize available resources.

Students become **effective communicators** who:

- demonstrate literacy in reading, writing, speaking, and listening,
- develop creative and artistic abilities, and
- use multimedia as a communication tool.

The Senior Exit Project represents one component of the Eureka Jr./Sr. High School Accreditation Process for the state of Kansas.

PowerPoint Guidelines

Consider each of these bullet points as an individual slide in your PowerPoint (or slide show as it is also called). The sub-bullet points provide information about what to include on the slides you create.

- **Title Slide**
 - First and last name
 - “Senior Exit Project” title
 - Year of Graduation
 - Student Photo
- **Cover Letter**
 - Short, introductory paragraph
- **Personal Creed**
- **Six-Word Memoir**
- **High School Transcript & Academic Awards**
 - Overall GPA, Class Rank, ACT Score, Aimsweb Scores, Academic Honors
- **High School Athletics & Activities (Clubs)**
- **Extracurricular Activities**
- **Letter of Recommendation #1** (scanned copy of the original letter in SEP)
- **Letter of Recommendation #2** (scanned copy of the original letter in SEP)
- **Résumé**
- **Job Shadowing Experiences**
 - Pictures of each experience
- **Freshmen Year**

Include reflection on the following in some way:

 - Academic Performance
 - Athletics, Activities and Extracurriculars
 - Community and School Service
 - Overall thoughts on yourself as a freshman
 - Picture(s)

Then include a second slide with a collage of photos from your Freshman Year.
- **Sophomore Year**

Include reflection on the following in some way:

 - Academic performance
 - Athletics, Activities and Extracurriculars
 - Community and School Service
 - Job shadowing
 - Overall thoughts on yourself as a sophomore
 - Picture(s)

Then include a second slide with a collage of photos from your Sophomore Year.

- **Junior Year**

Include reflection on the following in some way:

- o Academic performance
- o Athletics, Activities and Extracurriculars
- o Community and School Service
- o Overall thoughts on yourself as a junior
- o Picture(s)

Then include a second slide with a collage of photos from your Junior Year.

- **Senior Year**

Include reflection on the following in some way:

- o Academic performance
- o Athletics, Activities and Extracurriculars
- o Community and School Service
- o Job Shadowing
- o Overall thoughts on yourself as a senior
- o Picture(s)

Then include a second slide with a collage of photos from your Senior Year.

- **Academic Projects (includes 8 Core Projects and 4 Elective Projects)**

These should be scanned copies of the originals.

- o 2 English projects (on one slide with photos, a title and description of each)
- o 2 Math projects (on one slide with photos, a title and description of each)
- o 2 Science projects (on one slide with photos, a title and description of each)
- o 2 Social Science projects (on one slide with photos, a title and description of each)
- o 4 elective projects (on one slide with photos, a title and description of each)

- **Growth Over Time**

Think about an area where you have really grown since your Freshman year.

Consider elective areas in addition to core classes. Choose projects from the same subject area from your Freshman and Senior Years. Compare and

Contrast the projects to show your Growth Over Time.

- o Photos representative of each project must be included.

- **College and/or Career Analysis**

- o First college/career analysis (researched information and details)
- o Second college/career analysis (researched information and details)
- o Letters of Acceptance and/or Scholarship Offers
- o Photos of your Signing Day (if available)

- **Goals and Plans: Where Are You Going?**

- o 5 Year Plan and 10 Year Plan (Where do you see yourself—life, career, family, etc.)

- **Final Reflection**

- o Written as a final appreciation letter to the SEP Committee.
- o Include at least one Senior Portrait

Cover Letter

This is a PowerPoint slide, so some of the basics for a business letter do not apply. That said, make your Cover Letter slide look similar to a business letter. This slide can include a photo, but one is not required.

Start with “Dear Senior Exit Project Committee.”

- 1 or 2 paragraphs long.
- Thank the committee.
- Make sure to state the purpose for this PowerPoint.
- Discuss in detail why you feel you are ready to graduate.
- Outline your strengths and abilities (see table below).
- Use your own words, avoid slang, and be positive.
- “Sign” your letter with your name at the bottom written in an italic or cursive-looking font.

Personal Creed

What is a Personal Creed? Credo is a Latin word, which the Oxford English Dictionary defines as “a statement of the beliefs or aims which guide someone’s actions.” In the corporate world, a credo is similar to a company’s mission statement, beliefs, principles, or purpose.

Step #1: Identify who you are.

Start with "I am..." and choose positive adjectives to describe yourself.

Example: “I am a motivated member of the class of 2022!”

Step #2 What do I believe?

Consider what life principles, skills, or talents you want to highlight about yourself.

Example: “I am intelligent, creative, persistent, and ready to make my place in the world.”

Step #3 Statement of Goals or desired results

Consider your possibilities, dreams, or vision for your future.

Example: “My destiny is in my hands! I have the power to make my life count.”

Step #4 Plan of Action

Consider what you will do to make your vision happen?

Example: “I will keep moving forward into tomorrow with confidence and hard work.”

Conclusion: Put it all together!

“I am creative, persistent, and motivated to make my place in the world with confidence and hard work.”

Six-Word Memoir

Students will create a unique six-word memoir, which will be presented in the PowerPoint during the Senior Exit Presentation.

During Sophomore English Class, students will visit www.smithmag.net/ for ideas and information about the origin of this writing project and inspiration for their own six-word memoirs.

Key Points:

- Choose each word carefully, making an effort to select strong words.
- Avoid the use of articles (*a, an* and *the*)
- Reflect on your life as a whole, not just what is happening this week
- Think about what is important to you
- Write a variety of 6-word memoirs before settling on one
- Share with your peers and ask for feedback

High School Transcript & Academic Awards

This section of the SEP presentation is intended to allow students to highlight their academic accomplishments. Students will receive a copy of their Transcript, which should be scanned into the PowerPoint.

Because this will be difficult for the SEP Committee to read from the PowerPoint, students should also present the following information found at the bottom of their Transcript:

- Cumulative GPA
- Class Rank
- Academic Awards including Honors Club, Honor Roll, Academic Letters, National Honor Society, Tornado Awards and etc.
- Academic Achievements including ACT scores, Aimsweb scores and etc.
- Also an opportunity to discuss obstacles and challenges related to Academic Success

High School Athletics and Activities

This section of the SEP presentation is intended to allow students to highlight their athletic accomplishments and the school-related clubs and activities they were involved with.

- Sports - noting any awards, accomplishments such as lettered or made it to State, etc.
- Clubs - list all club involvement and include positions held, important projects, etc.
- Electives - Yearbook, Drama, Pop Chorale, Band, Art, etc.
- Activities - Plays and Forensics, Debate, Scholars Bowl, etc.

Photos should also be included on this PowerPoint slide. Students are encouraged to share how being involved in these activities impacted their high school experience.

Extracurricular Activities

NEW THIS YEAR: This section of the SEP presentation is intended to allow students to share their success in extracurricular activities that were not associated with the high school. They can include other team involvement through their communities, including 4-H clubs, Scouting, Rodeo, Summer Recreation programs and other traveling teams, church involvement, etc. Or, any individual skills and talents that were pursued outside high school.

This is an opportunity to talk about the things you loved to do while in high school that did not always happen inside the classroom! These activities help shape who you are as a person and deserve to be highlighted and mentioned in your Senior Exit Project. Photos should also be included.

Letters of Recommendation Guidelines

Students need TWO letters of recommendation for placement in their Senior Exit Portfolio. **Only one may be from an EJSHS employee.**

The Letter of Recommendation is a letter written by an adult, which attests to the student's character and achievements. Adults such as a teacher, coach, neighbor, minister, or work supervisor are acceptable, while a classmate (current or former) or a student from another school is not acceptable.

Students should scan a copy of the Letters of Recommendation into their PowerPoint.

NEW THIS YEAR: Because these will be difficult for the SEP Committee to read, students will be asked to bring printed copies of their Letters of Recommendation to the Senior Exit Project presentation.

Presentation Suggestions:

- o Introduce each Letter of Recommendation by stating who it is from, how you know that individual, and how long you've known them.
- o Share a quote from the letter with the SEP Committee.
- o Just like they complimented you in the letter, share more about what that person means to you as a teacher, coach, mentor, or employer. Talk about what you have learned from them and why that is important to you.

Consider providing the following Letter of Recommendation writing sample with your request, so that your employer/teacher/coach/mentor etc. has a better understanding of what you need. If you have a letter of support that was written for a specific Scholarship Application, it can be used and does not need to be re-written for the Senior Exit Project.

Rule of Thumb: Always ask for more letters than needed to avoid the issue of someone not following through!

Letter of Recommendation Example

123 Winston Road (**Letter writer's address**)
Eureka, KS 67045

March 16, 2022 (**Date the letter was written**)
Senior Exit Project Committee

815 N. Jefferson (**Address the letter to EJSHS**)
Eureka, KS 67045

Dear Senior Exit Project Committee:

In the first paragraph of a letter of recommendation, please explain how you know the student and for how long you have known the student. Include the name of your business and your title if the student worked for you. Finally, explain why you are writing the letter, which is a letter supporting the student's graduation from high school.

Beginning with the second paragraph, the body of the letter should discuss the personal characteristics and specific skills of the student you are recommending. It often helps to begin by making a list of the student's strengths you would like to share in your recommendation. Using this list, generate a paragraph to support the strengths you choose to emphasize. Keep in mind, the best recommendation letters provide specific examples highlighting examples of the individual's character and skills. Remember to be as specific as possible.

Summarize the main points of the body of your letter. Write a closing statement about your belief that the individual is ready to graduate. Finally, be sure to share your contact information, including telephone number and email address, so recipients might contact you with any further questions.

Sincerely,

Writer's signature

(Letter writer should sign his/her name after printing the letter.)

Writer's Typed Name

Note: This template is available for download online at the school website (<https://www.usd389.net/>) under → Parents & Students → Senior Exit Project.

Résumé

This will be a one-page professional résumé, not an edited PowerPoint slide. Students should scan a copy of their résumé into their PowerPoint, then discuss their work experience and other skills.

NEW THIS YEAR: Because these will be difficult for the SEP Committee to read, students will be asked to bring a printed copy of their résumé to the Senior Exit Project presentation.

Writing a Résumé

Goals of a résumé:

- Spark a potential employer's interest
- Convince a potential employer you are worth interviewing

Education:

- List your high school and expected date of graduation, GPA, Class Rank, extracurricular activities, offices or other leadership roles held, and special academic honors or awards
- List any college courses taken including course names, GPA, and certifications earned

Work Experience:

- Write down the most significant details of the jobs you have held
- Employer's name, address, and telephone number; name(s) of supervisors; dates worked at each; an approximate number of hours per week
- Specific duties and responsibilities or skills utilized
 - o Focus on what you accomplished rather than simply what you did on a daily basis.
 - o Job descriptions should contain phrases utilizing action words

Community Service or Volunteer Experience:

Treat the information provided just as you would work experience.

- Each organization's name, address, and telephone number, dates when you were involved in the organization, an approximate number of hours per week (or length of the project)
- Specific duties, responsibilities and skills utilized

Important Elements to Remember about résumés:

- Attractive, eye-catching layout
- Make appropriate use of white space – do not crowd information
- Appropriate use of boldface type – use a pattern and stick with it
- Appropriate use of fonts – use no more than 2 different fonts
- No errors of any kind

Résumé Action Words

The following is a list of action words often used in résumés to provide potential employers with a clear and specific impression of what the résumé writers have done and what they can do. Use these words when drafting your résumé. This is not an all-inclusive list, but might be helpful.

accomplished	distinguished	motivated
achieved	documented	negotiated
acquired	drafted	observed
acted	edited	obtained
adapted	eliminated	operated
addressed	enabled	organized
advanced	encouraged	participated
advised	enhanced	performed
aided	enlisted	planned
allocated	established	practiced
analyzed	estimated	prepared
applied	evaluated	presented
assembled	examined	produced
assessed	explained	programmed
assisted	expressed	promoted
attained	extracted	proposed
briefed	facilitated	provided
calculated	fashioned	published
checked	followed	pursued
clarified	formulated	raised
classified	fulfilled	ranked
coached	gained	reasoned
collaborated	gathered	received
collected	generated	recommended
committed	guided	reduced
communicated	handled	referred
compared	headed	reported
completed	identified	responded
composed	illustrated	reviewed
computed	implemented	revised
conducted	improved	scheduled
constructed	increased	selected
contributed	installed	specialized
converted	instituted	strengthened
cooperated	instructed	studied
coordinated	integrated	supervised
copied	introduced	supported
created	launched	sustained
cultivated	learned	taught
decided	led	tracked
delivered	lifted	trained
designed	maintained	translated
determined	managed	updated
developed	maximized	validated
devised	mentored	verified
discovered	modeled	worked
displayed	monitored	wrote

Job Shadowing Guidelines

Job Shadowing helps students build a sense of belonging and pride in community. It provides you with networking opportunities, helps you meet and engage with professionals in your field of interest, and introduces you to potential employers and allows you to establish meaningful, professional connections.

You must document the following in your SEP in one or two slides:

- 1) Sophomore Job Shadowing - supervised by Mrs. Thornton
- 2) Senior Job Shadowing - supervised by Dr. Ring

Reminder: Take photos of your Job Shadowing experience for your SEP!

Reflection Forms: Upon completion, Job Shadowing Reflection Forms and any other paperwork must be turned in to the following individuals: Sophomores - Mrs. Schrock; Seniors - Ms. Fansler.

Note: Job Shadowing Reflection forms are available on the school website. (<https://www.usd389.net/>) under → Parents & Students → Senior Exit Project.

Guide to Writing Thank You Notes

It is important to send a thank-you note to each person who supervises you in your job shadowing and writes a letter of recommendation for you.

Timeliness – When to Send

- Send your thank you within one week after receiving the letter of recommendation, gift, or gesture.
- A late thank you note is always better than not sending one.

Handwritten

- Even if using a preprinted thank you card, always include a handwritten note.
- Handwriting a note adds a personal touch.

What to Write – Be Specific

- Be sure to identify the letter, the gesture, or the item in the note.
- Be gracious and grateful, even if it is not something you like.

Address

- You may use first names if that is what you generally use to refer to the persons.
- If the giver is a friend of your parents or someone with whom you are not personally familiar, use the more formal address of “Mr.,” “Mrs.,” or “Ms.”

Community and School Service Guidelines

Community Service provides students the opportunity to be contributing members of society and experience the joy of giving. Some community service activities also offer valuable insight into future employment opportunities.

By the end of their senior year, students must complete a total of 24 hours of Community Service and 24 hours of School Service. (*These totals have been modified from previous years due to COVID)

Notices of opportunities to get involved are often made by student email. You can also check with Mrs. Noble, Mrs. Castle, Dr. Ring, your SEP mentor, area churches, the Chamber of Commerce, the Eureka Public Library or Eureka Recreation.

Community Service Guidelines

Acceptable	Not Acceptable*
<ul style="list-style-type: none"> ▪ Any community service event that can be verified with a supervisor’s name, signature, and phone number is acceptable. ▪ Each form should also include a brief description of the work performed. 	<ul style="list-style-type: none"> ▪ Any activity for which a student is paid ▪ Selling food at a sporting event is not community but rather a school service ▪ Taking a class or a workshop ▪ Activities completed for family or friends (i.e. mowing Grandma’s does not count.)

School Service Guidelines

Acceptable	Not Acceptable*
<ul style="list-style-type: none"> ▪ Any school service event that can be verified with a faculty member’s signature. ▪ Student athletes and managers completing a full season receive ONE hour per season. ▪ Band members completing a full season receive ONE hour per semester. ▪ Pop Chorale members completing a full basketball season receive ONE hour. ▪ Cheerleaders completing a full season receive ONE hour. ▪ Yearbook students completing a full semester receive ONE hour. ▪ Officers (class or organization) may earn ONE hour for performing above and beyond the call of duty as determined by the sponsor. 	<ul style="list-style-type: none"> ▪ Any activity for which a student is paid ▪ Any activity required as part of a class and/or for a grade ▪ Any activity completed as a result of disciplinary action ▪ Work completed as a student aide or at a teacher’s request unless specifically identified as a service opportunity ▪ School service hours must be earned OUTSIDE the school day <p>* Unless otherwise approved by the SEP committee and administration.</p>

Freshmen and Sophomores - Give completed Community & School Service forms to Mrs. Schrock
 Juniors and Seniors - Give completed Community & School Service forms to Ms. Fansler

EJSHS Community and School Service Verification and Reflection Form

Student Name: _____

Activity #1 (check one) School Community Number of Hours: _____

Date of activity: _____ Grade: 9 10 11 12

Type of work: _____

Supervisor/Faculty signature: _____

How does this service benefit others? (Write a minimum of 3 – 4 sentences.)

Activity #2 (check one) School Community Number of Hours: _____

Date of activity: _____ Grade: 9 10 11 12

Type of work: _____

Supervisor/Faculty signature: _____

How does this service benefit others? (Write a minimum of 3 – 4 sentences.)

Activity #3 (check one) School Community Number of Hours: _____

Date of activity: _____ Grade: 9 10 11 12

Type of work: _____

Supervisor/Faculty signature: _____

How does this service benefit others? (Write a minimum of 3 – 4 sentences.)

Activity #4 (check one) School Community Number of Hours: _____

Date of activity: _____ Grade: 9 10 11 12

Type of work: _____

Supervisor/Faculty signature: _____

How does this service benefit others? (Write a minimum of 3 – 4 sentences.)

Freshmen through Senior Year Slideshow

Create a PowerPoint slide for each of your four years in high school and reflect on the following:

- o Academic performance (GPA & Academic Achievements)
- o Athletics, Activities and Extracurriculars (Share what you were involved in)
- o Community & School Service (Share hours earned & the projects completed)
- o Overall reflections on each year in high school (Accomplishments and Lessons Learned)
- o Picture(s) - if there is room (Yearbook photos are always an option)

Then include a second slide with a collage of photos from each year.

Selecting Pictures for Your PowerPoint

Students are encouraged to use meaningful pictures to display throughout the PowerPoint. These should showcase a variety of your experiences both in and out of school during your high school years, highlighting your accomplishments, interests and talents from school or extracurricular activities. Do not include any photos including inappropriate or questionable content.

Academic Projects

Academic Projects: This section is for you to place examples of academic projects from your high school years at EJSHS. You can choose projects from any year, from different teachers, different types of assignments...the choice is yours, as long as you follow the standards below.

You must have the following in your portfolio:

- 2 English projects on one slide
- 2 Math projects on one slide
- 2 Science projects on one slide
- 2 Social Science projects on one slide
- 4 elective projects of your choice on one or two slides

Slideshow: Keep all projects in the order listed above. Include a title, school year and description for each project. Include photos of each project, making sure that writing samples from the English Projects can be read by the SEP Committee during the presentation. (For example: highlight just the introduction of two papers. Do not include of a photo of an entire page with very small writing.)

Reflection Forms: Students should use the Reflection Forms to inform the SEP committee about the projects during their presentations, but they do not need to be scanned and included on the PowerPoint.

Note: The school website has Reflection Forms listed by category of subject or project. (<https://www.usd389.net/>) under → Parents & Students → Senior Exit Project.

Growth Over Time

This is a section for reflecting on how you have changed and the lessons you have learned in one specific subject area from your freshman year to your senior year.

For this PowerPoint slide, examine two projects: one from your freshmen or sophomore year and one from your senior year. These two assignments have to be from the same subject area, which can include electives taken or skills learned through school clubs like FFA. The difference between the two selected items should demonstrate growth over time.

Students will compose a reflection addressing all of the following components in detail:

- Clearly identify the projects that are being compared and contrasted
- Analyze the quality of work for each piece
- Characterize your work ethic both then and now
- Explain how the project offers preparation for the future
- Include specific, relevant details
- Use quotations from the text
- Share any lessons learned

The PowerPoint should include photos of both of the assignments or projects that you compared. Again, make sure that if written projects are used for this section, actual writing samples can be read by the SEP Committee during the presentation. (You may want to highlight just the introduction of two papers, instead of a photo of an entire page.)

College and/or Career Analysis

For this requirement, you will research possible colleges you may want to attend, degrees or majors you may want to study, and/or careers you may want to pursue, and then in your senior English class, you will write a short essay explaining your choices. This should include both the positives and negatives of your chosen path, demonstrating that you have taken a deep interest in your future and are making a sound and mature decision.

Slideshow: In addition to stating your chosen college and or career choice, also include any photos related to your interest in the chosen college, field of study or career. For example, photos of college visits, or doing the thing you plan to have a career in after graduation.

Information to present to the SEP Committee for College Analysis:

- Name & Location of College
- Student to Staff Ratio
- Student Population
- Number of Academic Majors
- Specific Major Intended
- Costs broken down per year
- Amount of Scholarships and Financial Aid received to date

Information to present to the SEP Committee for Career Analysis:

- Career Field - Specific Job Title (if available)
- Details on certifications or other pre-requirements in the job field
- Prior experience in this line of work
- Costs of equipment needed to get started in the position
- Name & Location of specific company intended to work for
- Amount of starting pay expected in the position
- Room for growth in the company/field of work

Goals and Plans: Where Are You Going?

For this requirement, you will share your goals and plans for the coming years, and then in your senior English class, you will write a short essay explaining your 5-year and 10-year goals. You will write a summary of the goals you have for yourself once you complete high school, and include a list of accomplishments you will achieve to make those goals more attainable.

Slideshow: In addition to stating your five and ten-year goals, also include any college acceptance letters, job/apprentice acceptance paperwork, scholarship awards and applications, photos of college visits, college logos, certificates achieved, and/or any other evidence that you're already working toward these goals.

Final Reflection

Like the Cover Letter, the Final Reflection slide is intended to be written as a full paragraph letter to the SEP Committee, thanking them for taking the time to attend your presentation. Thank other coaches, mentors, teachers, and family members who have helped you in your journey to graduation. This slideshow should include one of your senior portraits.

This can be the final slide of your slideshow presentation, or you can include one final slide with a photo collage.

Senior Exit Project Slideshow Score Sheet

Your final slideshow will be graded in your senior English class based on the rubric below.

Cover Letter /20
Table of Contents /10
Six-Word Memoir /10
Personal Creed /10
Transcript & Academics/10
Athletics & Activities List /10
Extracurricular Activities / 10
Letters of Recommendation x2 /20
Résumé /20
Freshmen Year /25
Sophomore Year /25
Junior Year /25
Senior Year /25
Academic Projects (total of 12) /60
Growth Over Time /20
College and/or Career Analysis /20
Goals and Plans: Where Are You Going? /20
Final Reflection /10

/350

Interview and Presentation Guidelines

Appearance:

- Dress in a professional, polished manner in neat, clean, and pressed clothing.

Personal Hygiene:

- Cleanliness matters.
- Avoid overuse of perfumes/colognes.

Attire: Business Dress

Avoid the following:

- | | |
|-----------------|--------------|
| o Jeans | o T-shirts |
| o Bare midriffs | o Cleavage |
| o Tank top | o Flip flops |
| o Yoga pants | o Leggings |

Body Language:

- Handshake and Introductions: Introduce yourself and give a firm handshake to each individual in the room waiting to hear your presentation. Walk to the SEP committee members' tables, greet and give a firm handshake to each member. Be sure to smile!
- Posture: Stand up straight, but be relaxed and confident.
- Facial Expression: Smile to show friendliness.
- Eye contact: Make eye contact with the members of the panel. As your eyes move across the room, scan the members of the panel and occasionally look directly at your audience; communicate with your eyes and expressions, as well as with your voice.
- Gestures: Use hand gestures for emphasis when appropriate.
- Voice Control:
 - o Speak loud and clear enough for everyone to hear.
 - o Avoid nervous words, such as "um" and "uh."
 - o Avoid laughing, giggling or struggling to maintain control.
 - o Appear polished and practiced rather than "off the cuff."
 - o Speak slowly enough to be understood and enunciate your words.
 - o Avoid mumbling.
 - o Practice difficult words beforehand to avoid stumbling over them.
 - o Avoid any use of slang.
 - o Be enthusiastic about what you are saying.
 - o Emphasize important ideas.
 - o Avoid any and all inappropriate language.

Presentation Guidelines

At some point in April (to be determined), all seniors will give their Senior Exit Project PowerPoint presentations. Plan on giving the presentation in front of several people, in addition to the SEP Panel.

- No notecards will be allowed.
- Video clips inserted into the presentations must be 60 seconds or less.
- If music is used during the presentation, the presenter must be sure the music does NOT reduce the ability to hear the presentation.

NOTE: Students who require easels or display boards to showcase their work must notify the art teacher one week in advance.

Content of Presentation

You should prepare a personal introduction, present the Senior Exit Project PowerPoint presentation, and plan how you will conclude your presentation.

You will describe how your efforts and experiences in high school have impacted your quality of life, reflect on your growth as a person throughout high school, and describe how your high school experiences will impact you in the future.

Presentation Requirements:

- 7-10 minutes in length
- Overarching Theme: relative to student
- Personal Creed and Six-Word Memoir presented
- Academic Projects: share the works and their significance
- Discussion of school/community service
- Civic involvement
- Experiences during high school: reflect on their impact on your quality of life
- Personal growth: reflect on your growth as a person throughout high school
- High school experiences: reflect on experiences and how they will impact the future

Exit Interview Score Sheet

Student Name _____

Presentation Elements	5	4	3	2	1	Comments:
Theme						
Introduction						
Personal Creed						
Six-Word Memoir						
Transcript & Resume						
High School Activities						
Letters of Recommendation						
Academic Projects						
Freshman-Senior Year						
Service & Job Shadowing						
Growth Over Time						
Career & College Analysis						
Goals & Plans						
Reflection/Conclusion						
Use of photos						
Dress & Appearance						
Body Language & Delivery						
Energy & Motivation						
Voice & Eye Contact						
Preparation						
Organization						
Exit Interview Qs						
Time (7-10 minutes)						

Interview Preparation Questions

Directions: Use the following questions to prepare for the SEP Exit Interview.

1. Reflecting back over your years at EJSHS, what would you have done differently?
2. If you were to come back next year, what advice would you give to incoming freshmen?
3. Who has had the most significant influence on you in your life and why or how?
4. Besides more elective courses, what could be changed to make EJSHS a better educational institution?
5. Besides time, what was the most challenging aspect of compiling your Senior Exit Project?
6. What was your most memorable moment here at EJSHS?
7. What is one of your personal strengths, and how have you used it to accomplish your goals?
8. How has EJSHS prepared you for the next step?
9. Besides “do not procrastinate”, what other advice would you offer future seniors?
10. What accomplishments have given you the most satisfaction in your life thus far?
11. What motivates you to put forth the greatest effort?
12. What is your greatest strength, and how will that strength help you in the future?
13. What is your greatest weakness, and how does identifying this weakness help you move forward?
14. How do you define success?
15. How do you exhibit a high level of personal character and integrity in your life?
16. Identify a time in your life when you did not live up to your potential and explain why. What have you done to rectify this for the future?
17. Do you believe your grades are a good indicator of your capabilities? Why or why not?
18. How do you plan to give back to your community in the future?
19. In all aspects of life, communication and cooperation are necessary. Tell us about a time when you have effectively communicated/cooperated with someone to achieve a goal.
20. Describe how school and community service helped you to become a better person.
21. Describe a decision you made that was unpopular and how you handled implementing it.
22. Have you worked with someone, either at a job or at school, whom you did not like? If so, how did you handle it?
23. What problems did you run into throughout your high school career, and how did you overcome them?
24. Tell us about a mistake or error in judgment you have made in your life. What did you learn from it?
25. What is the most important lesson you have learned in high school?
26. What three character traits would others use to describe you?
27. What do you like to do for fun?
28. Describe a subject area, activity or skill that EJSHS has given you confidence in. Is this something you will continue to use or pursue after high school?
29. How would you say that you have grown as a person since your freshman year in high school?
30. How has the COVID pandemic affected your high school experience?

Mentor Guidelines

Purpose:

The major purpose of the Senior Exit Portfolio Mentor Program is to provide guidance, assist with the selection of projects, answer questions, and offer support to students through the Senior Exit Project process. It is not the responsibility of the mentor to organize, revise or edit any components of the portfolio.

Expectations and Goals:

Starting in January, meet once a month with a senior during Seminar.

1. Help students decide on a theme first. Here are some ideas:
 - Future Career
 - What I Learned in High School (5-10 things)
 - Hobby/Interests
 - Civic Involvement
 - Sports
 - Jobs
 - How Life has Changed
 - Influences
 - Overcoming Adversity
 - Metaphor/simile for their life
 - Quote
2. Begin discussing the interview questions and practice throughout the year. Help students understand what types of answers are appropriate and not appropriate. Encourage them to develop their answers.
3. Use the Mentor Checklist.
4. Mentees should bring their slideshow and other supporting documents for you to review.
5. We cannot encourage you enough on the importance of building a relationship with your mentees.
6. The answers to any questions you have concerning the Senior Exit Project should be found in the Senior Exit Project book.

Senior Exit Project Mentor Checklist

Student name: _____ Mentor: _____

Portfolio Piece	Comments/Needs
<p>Letters of Recommendation Discuss with students who they have asked and whether or not they have received them. Only one can be from an adult at EJSHS.</p>	
<p>Verify student has completed the required number of hours of Community and School Service.</p> <p>School Service: _____ Community Service: _____</p>	
<p>Practice Interview Questions! Review the questions in the SEP book with your mentee helping them develop appropriate, well-developed responses. Students will not know which questions they will be asked in the interview.</p>	
<p>Visual Representation - Discuss the overall look and theme of the PowerPoint, use of photos, and suggest changes as needed.</p>	
<p>Spelling & Grammar - Make sure they have spent an appropriate amount of time editing their presentation for spelling, grammar, punctuation and other issues.</p>	
<p>Growth Over Time Students need one freshman and one senior project to compare and contrast. Make sure students are able to discuss their growth and lessons learned over time.</p>	

SEP Frequently Asked Questions

What if I do not have 2 math projects or 2 science projects saved in my SEP file?

If you do not have the required number of a particular type of project, then you should include additional projects from another discipline, either core or elective, to ensure you have the total number of projects. Some exceptions can also be made for students with IEP's on a case by case basis. Be sure to discuss this with your senior English teacher before the presentations.

When should I begin asking for Letters of Recommendation?

Begin asking for Letters of Recommendation as soon as your senior year begins and always ask for more letters than you need so be sure you receive enough. DO NOT wait until 2nd semester to start asking for these. Everyone is busy and you cannot expect people to drop everything just to write you a letter of recommendation because you need it.

Can I invite people to my presentation?

Yes! Your parent(s) or guardian(s) should also receive invitations. If you have siblings in the building, they should also be invited to attend as well. Each senior will invite up to two seniors and at least one junior to sit in on his/her presentation.

Do I really have to talk for 7-10 minutes?

Not filling up 7-10 minutes is rarely an issue. Speaking for too long is more common. Practice your presentation several times beforehand and you will be fine.

How do I find a theme? What should the theme be about?

The theme should focus on who you are as a person and should be a way to tie all of the elements of the presentation together. The focus of the presentation is to show how you have grown and changed over time. Think of the theme as a metaphor for you. Some students have used something simple such as a football game and divided their high school career into four quarters: freshman, sophomore, junior, and senior. Other ideas might be using the life cycle because you are interested in studying science; using famous quotes to reflect specific points in your life; using the elements of a computer system or a car or a recipe as a metaphor for various parts of your life. For example, one student characterized her childhood as the flour for her cake for without that foundation her cake would never have been built.

Should I use music during my presentation?

Unless the music serves a specific purpose during the presentation, then no. Generally, it just detracts from what it is you are trying to say.

What kind of photos should I include?

Consider the message the photos send about you. Do not include pictures with any suggestiveness, inappropriate dress, gestures, or signs. A general rule is to make sure photos show you in the best light possible.

What happens if I do not have the required number of school or community service hours?

You have until graduation day to complete the required number of hours. The hours do not have to be fully completed before presentation day.