



Berwick Area Senior High School Graduation Project

In accordance with the guidelines established by the Pennsylvania Department of Education, Chapter 4, Regulation 4.24 and the Berwick Area School District, each Berwick Area High School student is required to complete a graduation project. It is the goal of Berwick Area School District to have all Juniors have their Graduation Project completed by the end of their Junior year.

Items Needed for Presentation

- ✓ Graduation Project Student Contract
- ✓ Graduation Project Hours Log Sheet
- ✓ Reflective Analysis
- ✓ Sample Thank You Letter
- Remember a good visual component.

Additional Resources

Student Presenter Checklist
Presentation Tips
Community Service / Job Shadow Locations

BHS Community Service / Career Research Graduation Project

Students will perform THIRTY HOURS (with the exception of the Class of 2014 - 10 hours) of documented community service OR career research and complete an oral presentation and interview about their community service/job shadow experience.

Community Service / Career Research is defined as time spent after school working for a non-profit organization OR job shadowing a career of interest. Students MAY NOT be paid for these hours.

The Project Proposal/Application must be **pre-approved** by your Guidance Counselor or the Dean of Students before accumulating hours. Any documented hours prior to approval will not count towards the thirty required hours. **Students may acquire hours from at least one (1) organization but not more than four (4) organizations.**

Community Service / Job Shadowing hours must be unpaid.

Examples of things that MAY NOT be used as a Graduation Project:

- College coursework and/or Credit Recovery Course
- It does not include class assignments.
- It does not include personal employment or work.
- It may not be supervised by a relative.
- It cannot include volunteer hours performed during the school day.

Requirements for the final project and presentation regarding Community Service or Career Research:

- Students **MUST** keep a log of their hours. A Supervisor's signature is required to verify hours. A log must be filled out each time students volunteer. Log forms are available on the BHS webpage.
- Students **MUST** have a visual aid to accompany their project. Pictures of students performing the community service/job shadow must be included. Other suggestions for the visual aid includes: a poster, video, charts, and objects of the event.
- Students **MUST** complete a "Reflective Analysis". The "Reflective Analysis" **MUST** be typed and written in complete sentences.
- Students **MUST** complete a thank you letter to the supervisors who have given of themselves to help the student complete their hours.
- Students **MUST** be prepared to complete an interview based on their community service/job shadow experience with a graduation panel.
- **EXAMPLES** and instructions for each piece are located on the **HIGH SCHOOL** web page.

Late submissions MAY result in additional hours being added to the total number of hours required for completion of the graduation project.

Berwick Area High School



Graduation Project Student Contract

Student Name (Print) _____

Grade _____ Homeroom _____ Name of Guidance Counselor _____

Student ID Number _____ Approved by _____

Service Organization/Job Shadow (Site and Address)	Brief Description of Volunteer Services
_____	_____
_____	_____
_____	_____

Service Organization / Job Shadow Phone Number:

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Any student not performing assigned duties or failing to attend scheduled times may be dismissed. Please notify the student's Guidance Counselor or the Dean of Students if any student is dismissed. Thank you.

Service Organization Supervisor Signature _____

Date: _____

** If volunteering for more than one organization, a separate sheet must be filled out for each*

Berwick Area High School



Community Service / Job Shadow Log Hours

Your Name _____

Student ID # _____

Organization Name _____ Supervisor's Name (Print) _____

Date	Activity Performed	Hours Spent

Supervisor's Signature _____

Date _____

***Class of 2014 only 10 hours required.
Additional Sheets are available in the Guidance Office.***

BHS Community Service / Career Research Graduation Project

Reflective Analysis

(If you chose to volunteer at more than one venue, you must complete a separate reflective analysis sheet for each one.)

1. What type of community service/job shadowing did you perform for your graduation project?

(Be descriptive)

Please include: name of company, supervisor's name, time frame for completing the project and reason for choosing the service/job shadow you performed.

MUST BE TYPED

2. What did you, personally, gain from your community service / job shadowing experience? What did you, personally, contribute to your community volunteer / job shadowing experience?

(Once again, please be descriptive)

Please include: *Would you volunteer / job shadow with this company again? What good came from your volunteering services? Would you recommend friends and /or family to volunteer / job shadow at the company for which you performed services? What are the needs of the organization that others should be made aware?*

MUST BE TYPED

Sample “Thank You” Letter

**MUST
BE
TYPED**

123 Your Street
Your Town, Your State Zip Code

Date You’re Writing

Employer Name
Employer Title (i.e. Manager of Sales, Director of Volunteers, etc.)
Company Name
Company Address

Dear Mr. Employer (Put last name here):

In this paragraph, you should say thank you. Include what you’re thankful for as well as what you had the opportunity to learn. Be sure your paragraph is **SEVERAL** sentences in length **AND** includes the **name of the organization**.

In this paragraph, you should include how you felt while job shadowing or volunteering. You could also include how the experience helped you to use skills you learned in school and/or how what you learned during the experience will help you in life. Be sure to **be specific** and to include **details/examples**.

In this paragraph, you should include any members of the organization who helped you. You should discuss **how** they helped you **AND** what you learned from them. You should end with a sentence similar to “I am grateful for the opportunity I had to work with your organization.”

Sincerely,

(You will sign in this blank space)

Jane Doe

Graduation Project Thank You Letter Formatting Pointers

1. Be sure to set your formatting at **SINGLE SPACED**.
2. Be sure to set the font at **TIMES NEW ROMAN** size 12.
3. If you are typing on a school computer, be sure to check under the **PARAGRAPH** then **SPACING** tab to ensure that the “before” and “after” selection is set at 0.00.
4. Each “chunk” of the letter should have a blank space between it and the next one. The only exception is the end of the letter between “Sincerely” and your typed name. There, you should leave **THREE** spaces by hitting **ENTER FOUR TIMES** after typing “Sincerely.”
5. Be sure to include paragraphs that are **MORE THAN** one sentence in length.
6. Be sure to sign your letter **BETWEEN** “Sincerely” and your typed name.
7. Just before you print, on the **PRINT SCREEN**, choose “page set up,” then select **Vertical Alignment “Centered.”** This will ensure that you have equal amounts of “white space” at both the top and bottom of your letter.
8. Don’t forget to have someone **PROOFREAD** your letter. Any teacher, administrator, counselor, or Writing Center consultant will happily help you with this step.

*****Remember, the point of writing this letter is not simply to “pass” your graduation project. Rather, it is to share your positive experiences from your job shadowing or volunteering with the people who helped you to gain them. So, make sure your letter highlights those. Then, actually send it. You’ll make someone’s day a little brighter if you do!**

BHS Community Service / Career Research Graduation Project

Student Presenter Checklist

- I have all hours documented and signatures in place.**
- I am dressed according to the dress code and prepared to present.**
- I know my material and am ready to present to the panel.**
- I have my "Thank You" letter for the organization(s) I chose.**
- I have my Reflective Analysis prepared.**
- I have my visual aid completed.**
- I know my presentation date and time.**
- I have referred to my Project Packet to be sure I have done all parts of my project to the best of my abilities.**

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Presentation Tips

- ✓ **Be dressed in a clean and neat manner. School dress code is a minimum. Professional dress shows initiative. Boxers and undergarments visible, low cut tops, t-shirts, jeans, sweatpants, poor hygiene, short dresses or skirts, and unkempt hair will result in lower scores. Take pride in your appearance.**
- ✓ **Be sure your visual presentation is clean and neat. Handwritten parts must be legible and look professional. Show the quality of your efforts.**
- ✓ **If you are using a flash drive, PowerPoint presentation, or other piece of technology, PLEASE check it on a school computer DAYS before you present. If there is a problem using the school computers, you have no time to fix it the day of your presentation. Show you are prepared.**
- ✓ **Be sure to speak clearly. Practicing the presentation beforehand will help you remember what you want to say.**
- ✓ **Have your "Thank You" letters typed neatly and correctly with the proper information.**
- ✓ **Please have your Reflective Analysis prepared neatly and correctly.**