

Graduation Project Table of Contents

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www.nationalhomeless.org/factsheets/youth.html

Street Number and Name
City, State and Zip Code
Phone Number
Email Address

Your Name

Objective

What do you want to do?

Begin with a "to + verb phrase"

Work Experience

Company Name
Street Number and Name
City, State and Zip Code
Job Title

If you've never had a job,
simply delete this section.

- Duties or Achievements
- Duties or Achievements

Accomplishments

List one or more things that you have done or a special skill you may have.

Use
bullet
lists to
make th
info. ea
to read.

Activities

List activities in which you have participated such as scouting, sports teams,
church groups, etc.

Interests

List hobbies, special interests, travel, etc.

Education

Name of High School
Street Number and Name
City, State and Zip Code
Dates attended: From Date – Present

For dates,
include only
month, year.

Name of Middle School
Street Number and Name
City, State and Zip Code
Dates attended: From Date – Present

Name of Elementary School
Street Number and Name
City, State and Zip Code
Dates attended: From Date – Present

List no more than three
schools, starting with your
most recent.

References

Name
Street Number and Name
City, State and Zip Code
Phone Number

Or, simply type "References
available upon request."

Name
Street Number and Name
City, State and Zip Code
Phone Number

7239 Garden Park Place
Fancyland, IA 39583
555.933.5943
bboppins@gmail.com

Billy Boppins

- Objective** To begin a successful career as a circus ringmaster.
- Work Experience** Dunkin Donuts
4122 Blueberry Lane
Jelly-filled, IA 39584
Glaze Technician
- Mixing glaze
 - Basting donuts
- Accomplishments**
- Connect Four Traveling Competition Team MVP 2011
 - Dunkin Donuts Glaze Technician of the Month June 2010
 - Vice President of Rabbit Tricks, Magical Magicians 2010
- Activities**
- Member, Magical Magicians 2009-present
 - Member, Connect Four Traveling Team 2008-present
 - Member, Iowa Tiger Tamer Club 2008-present
- Interests**
- Creating clown skits
 - Juggling
 - Training poodles
- Education**
- Wesaswatch High School
9432 Wesaswatch Lane
Jelly-Filled, IA 39584
August 2007- present
- Wesaswatch Middle School
9376 Wesaswatch Lane
Jelly-Filled, IA 39584
August 2004 – June 2007
- Wesaswatch Elementary School
9221 Wesaswatch Lane
Jelly-Filled, IA 39584
August 1998 – June 2004
- References**
- Molly Moffitt
320 Goomble Drive
Fancyland, IA 39583
555.933.5832
- Buffy Gober
7693 Dogger Street
Fancyland, IA 39583
555.933.3385

Shavon D. Alkins

3106 Main Street, Charlotte, NC 28200

sdalkins@gmail.com / (704) 555-1234

EDUCATION

North Charlotte High School, 3.87 GPA
Charlotte, North Carolina

May 2014

Honors:

- National Honor Society, Junior Induction Spring 2013
- Phillips-Perry Academic Excellence Award Fall 2013
(Presented to the study abroad student with the highest GPA every year)
- Recipient of King's College \$5000 Scholarship January 2014

RELEVANT SKILLS

Leadership

- As treasurer of NCHS FBLA, managed budgets and funds while providing effective customer service to a diverse membership

Communication

- Communicate daily with customers while performing sales associate duties
- Achieved fluency in Spanish

Computer Skills

- Developed skills in Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Strengthened proficiency in Access and FrontPage

WORK EXPERIENCE

Sales Associate

Target Corporation, Charlotte, NC

October 2013 - Present

- Use interpersonal skills to greet and assist guests effectively and efficiently
- Assist with cashier functions and other duties as assigned

Volunteer Science Lab Assistant

North Charlotte High School, Charlotte, NC

August 2013 - May 2014

- Prepared lab coursework activities

Cashier/Sales Associate

Food Lion, LLC, Charlotte, NC

Summer 2013

- Interacted with customers, facilitated transactions, and maintained cash drawer

Volunteer 5th Grade Classroom Assistant

Eastlawn Elementary, Charlotte, NC

August 2012 - May 2013

- Work with children to develop their literacy skills and recognize word sets

REFERENCES AVAILABLE UPON REQUEST

www.finaid.org

www.fastweb.com

322 Lamar Ave. Charlotte, NC 28204

800-768-2255

www.kingscollegecharlotte.edu

Shavon D. Alkins

3106 Main Street, Charlotte, NC 28200
sdalkins@gmail.com / (704) 555-1234

May 15, 2014

Ms. Marylyn Beckstein
Human Resource Director
Baylin Technologies, Inc.
526 Industrial Parkway
Charlotte, NC 28200

Dear Ms. Beckstein:

{Paragraph One: Spark Interviewer's Attention and Identify How You Learned About the Position}

Baylin Technologies caught my attention during my search for a part time sales associate position in the mobile technologies industry in the Charlotte area. As the leading producer of mobile technologies, Baylin provides unique services to the local community. I know I can be a valuable member of your organization and am enclosing my resume for your consideration in any open positions you may have.

{Paragraph Two: Include Keywords and Highlight Skills}

As a recent high school graduate with an interest in the IT field, I have a broad understanding of the technical skills required to be a successful member of your mobile technology team. In addition, my high school education has developed my computer and communication skills. For example, during my senior year, I worked as treasurer of my FBLA Chapter which provided me with effective oral communications to a diverse membership. With two years of sales associate and customer service experience at Target, I am also well equipped to work with customers efficiently.

{Paragraph Three: Motivate Action to Schedule Interview and Provide Contact Information}

Please contact me by phone (704-555-1234) or e-mail (sdalkins@gmail.com) to schedule an interview. I am eager to discuss how I can become a productive member of the Baylin team.

Regards,

Shavon Alkins

Shavon Alkins

Enclosure

www.finaid.org

www.fastweb.com

322 Lamar Ave. Charlotte, NC 28204

800-768-2255

www.kingscollegecharlotte.edu

GUIDELINES FOR THE LETTER TO THE REVIEW BOARD

1. The letter to the Review Board is an informative and descriptive summary of the Graduation Project. It should include a personal introduction, background information, and a discussion of the project. In discussing the project, the student should state the thesis, provide an overview of the research, and discuss additional knowledge gained through the research with a clear explanation of how the product is an extension of the research-based paper.
2. The original letter will be provided for the review board at the time of oral presentations.
3. The letter to the Review Board should follow standard business letter format.
4. A copy of the letter should also be placed in the student portfolio.

OUTLINE of LETTER to the REVIEW BOARD

1231 Main Street
Charlotte, NC 28211
October 5, 2006

Judges; Graduation Project Boards
Graduation Project High School (Your High School)
5555 Any Boulevard (High School Address)
Charlotte, NC 28200

Dear Judges:

- Paragraph I: Use this opportunity to introduce yourself and share what you learned from the Graduation Project and your senior year.
- Paragraph II: Personal Background. This is an optional paragraph where you may include a significant experience in your life, a brief personal statement, a focus on your growth in your senior year, or what is really important in your life.
- Paragraph III: The Project: Provide the thesis and overview of the research. Be sure to discuss additional knowledge gained through the research with a clear explanation of how the product is an extension of the research-based paper.
- Paragraph IV: How did the Graduation Project affect your junior and senior year? What did you learn? How will it help you in the future? (Remember the audience is the Review Board)
- Paragraph V: Sentence of appreciation.

Sincerely,

Signature

Your Name

Sample Letter to the Review Board

1231 Main Street
Charlotte, NC 28211
October 5, 2006

Judges, Graduation Project Boards
Graduation Project High School (Your High School)
5555 Any Boulevard (High School Address)
Charlotte, NC 28200

Dear Judges:

- Paragraph I: Use this opportunity to introduce yourself and share what you learned from the Graduation Project and your senior year.
- Paragraph II: **Personal Background:** This is an optional paragraph where you may include a significant experience in your life, a brief personal statement, a focus on your growth in your senior year, or what is really important in your life.
- Paragraph III: **The Project:** Provide the thesis and overview of the research. Be sure to discuss additional knowledge gained through the research with a clear explanation of how the product is an extension of the research-based paper.
- Paragraph IV: How did the Graduation Project affect your life? (Remember the audience is the Review Board.)
- Paragraph V: Sentence of appreciation.

Sincerely,

Signature

Your Name

12515 Hawks Ridge Road
Huntersville, NC 28078
May 18th, 2011

Judges, Graduation Project Boards
Hopewell High School
11530 Beatties Ford Road
Huntersville, NC 28078

Dear Judges:

I am Hunter Meakin. The topic of my senior exit paper is media's influence on body image. While some magazines may make boys feel self-conscious about their bodies, my project focuses more with girls.

I decided to pick this topic because body image is very important to me. I believe that everyone should feel good about their bodies. My freshman year, I lost sixteen pounds over a ten month period. The weight that I lost was unintentional, I was not dieting; I was merely eating healthy. After realizing how much weight I lost, I went to talk to a nutritionist about my eating habits. She talked to me about my diet, and gave me a list of foods I needed to incorporate back into my everyday meals. She had to talk with me to make sure that I did not have an eating disorder. She told me that I was not consuming enough calories for the amount that I was burning off. The nutritionist was very helpful and she prompted me to want to major in food science and nutrition. My sophomore year when we first had to pick a topic for a research paper I knew that I wanted to do something with food or the body. I decided to pick this topic because I think it hits many girls close to the heart. I know when looking at some magazines I think "Wow, those girls are so skinny." I wanted to research and see how many people magazines negatively impact.

The thesis of my research is that today's media has a negative impact on the female body image. Throughout my research I learned how evident this was. For my product, I am going to create a magazine. The magazine is going to be all about boosting up girls body images instead of tearing them down and making them feel bad about their bodies. The magazine will include a letter to the editor, an interview with a nutritionist, and different sections where girls talk about their bodies. The magazine will have pictures of normal girls doing the things they love. None of the pictures will be photoshopped or edited to make anyone look different than their natural, beautiful selves. The magazine connects to the topic because these days all magazines seem to do is tear women apart. They are always telling them to work out this area of their body, or wear this cream to cover up an attribute they don't like. My magazine is going to work to be a positive reinforcement about the body.

The graduation project let me research a topic that I am truly interested in. The project also showed me that I did want to major in food science and nutrition. I was able to see that I want to impact girls who think they aren't beautiful or have to starve their bodies to

be a certain size. I want all girls to know that what is healthy isn't necessarily depicted in the images in magazines. The most important thing is that the person is happy with who she is and how she feels.

Thank you for your time and I hope you enjoyed learning about my topic.

Sincerely,

Hunter Meakin

Hunter Meakin

Service Learning Experience (SLE) Description/ Approval Form

Student _____ Date _____

Topic of Service Learning Experience _____

1. What type of SLE will you complete?
2. What materials will you need?
3. What expenses do you anticipate?
4. What timeline will you follow to complete this project?
5. How does the SLE demonstrate application of research and synthesis of new knowledge?
6. What artifacts do you plan to use in your portfolio and present to judges?

Student _____ Date _____

Approved

Not Approved

Teacher _____ Date _____

Approved

Not Approved

Parent/Guardian _____ Date _____

Approved

Not Approved

Mentor _____ Date _____

Graduation Project

**Service Learning Experience
Requirements Checklist**

- _____ 1. Related to the thesis of the research-based paper
- _____ 2. Is an academic stretch or challenge
- _____ 3. Connected to chosen global or community issue
- _____ 4. Demonstrates creative problem-solving
- _____ 5. Implements a variety of sources
- _____ 6. Shows evidence of technical skills
- _____ 7. Aesthetically pleasing/ creative
- _____ 8. Shows thoughtful use of detail
- _____ 9. Represents a minimum of 15 hours of work
- _____ 10. Artifacts include evidence of work (journal, time log)

Student's Signature

Date

Planning the Graduation Speech Introduction

Attention Grabber:

1. Circle one: Question Startling Fact Anecdote Situation Other

2. Define any terms or give any background information your audience might need in order to understand the topic of your speech. (Hint: Look right after the attention grabber for this information in your paper.)



Audience Connect/Credibility:

1. Explain the reason why you chose this topic. Identify how the topic relates to your life and personal experience.

2. Explain how long you have spent researching your topic and working on your product. (This will establish your credibility as an expert.)



Thematic Statement:

1. Copy your thematic statement from the outline here.

Planning the Body

The first focus of the body of your speech is sharing important information from your research. You've spent almost two years with this topic and you've got so much knowledge to share with your audience. Now, the task is to narrow all that information down into three main points with a combination of anecdotes, details, facts, and statistics to support those points.

Using your paper, decide the three main points you want to share regarding your research. Then select support material and create transitions to your next point.

Point One:	Point Two:	Point Three:
Type of Support: Support:	Type of Support: Support:	Type of Support: Support:
Type of Support: Support:	Type of Support: Support:	Type of Support: Support:
Type of Support: Support:	Type of Support: Support:	Type of Support: Support:
Connection to Point Two:	Connection to Point Three:	Transition to the Product:

Planning the Body, Part II

The second focus of the body of your speech is sharing important information from your product. You've spent over fifteen hours working on it and you've got so much knowledge to share with your audience. Now, the task is to narrow that experience down into three main points.

Using your experience, decide the three main points you want to share regarding your product. Then select support material and create transitions to the next point.

Point One:	Point Two:	Point Three:
Type of Support: Support:	Type of Support: Support:	Type of Support: Support:
Type of Support: Support:	Type of Support: Support:	Type of Support: Support:
Type of Support: Support:	Type of Support: Support:	Type of Support: Support:
Connection to Point Two:	Connection to Point Three:	Transition to the Product:

Planning the Graduation Speech Conclusion

Signal the end is near:

1. Through the graduation project, I have learned more about _____
2. Discuss the benefits of the graduation project (both the paper and the senior year components).



Review main points:

1. Summarize the main points of your research. _____
2. Explain how your product supports your research. _____



Reinforce central idea:

1. Restate the thesis of your paper in different words. _____



Close with impact:

1. Explain why your issue is important, why your audience should care, or what will happen if your issue is not dealt with. _____

Speech Outline

Title: Tattoo and Piercing Discrimination

Purpose: To inform an audience about body modification discrimination

Thematic statement: Today I would like to share significant information from my research and the process of creating my product

Introduction

- A. Attention: Interesting fact
- B. Audience connect/credibility: Reason for choosing topic, time spent, and research
- C. Thematic statement: Today I would like to share significant information from my research and the process of creating my product

Body

- A. Main Points (research)
 - 1. Supporting material (laws related to discrimination)
 - 2. Supporting material (jobs and housing problems related to tattoos)
 - 3. Supporting material (places accepting of body modifications)
- B. Main Points (Product)
 - 1. Supporting material (what it is-scrapbook)
 - 2. Supporting material (how I made it/struggles)
 - 3. Supporting material(how it connects/what I learned)

(Transition)

Conclusion

- A. Signal end is near with transition (in summary...)
- B. Review main points (restate thesis)
- C. Reinforce central idea (statement of significance about why body modifications should not be discriminated against)
- D. Close with impact

Senior Graduation Project; Portfolio Reflection

The portfolio reflection is a one page narrative focused on your thoughts surrounding the entire process of the senior graduation project. The reflection is meant to be personal and should follow the four paragraph structure below. For each paragraph I have included some questions or ideas for what to focus on for that particular paragraph. Since every project is different, there is a lot of flexibility. However, the focus of each paragraph should remain the same.

Referencing your letter to the review board may be very helpful

A completed typed copy is due the class immediately following your practice presentation.

(Paragraphs one-three will be written in **past tense**, except for paragraph four.)

Paragraph One – Overview of your Senior Graduation Project Topic:

- What is your senior graduation project about? *My senior graduation project is...*
- How did you choose your topic and thesis?
- What about your topic is of interest to you?
- Mention and explain any personal connection to your topic.

Paragraph Two – Overview of your contributions made to SGP during your junior year:

- Explain how you went about researching your topic during your junior year.
- **What challenges did you face while completing your research paper?**
- **How did you overcome those challenges?**
- What were your likes and dislikes about the research paper?
- What did you learn while completing your research paper?

Paragraph Three – Overview of your contributions made to SGP during your senior year:

- What inspired you to make your product for SGP?
- What is your product showing?
- What materials did you use?
- Who did you consult for guidance/help on your product?
- **What problems (if any did you face) while making your product?**
- **How did you overcome any product complications or challenges?**

Paragraph Four – Anticipating the oral presentation component of SGP:

- What do you anticipate with the upcoming oral presentation?
- How valuable did you think the practice presentation was?
- After your practice presentation, what will you change about your speech?
- *I am nervous about the oral presentation because...*
- *I am excited about the oral presentation because...*
- Any additional thoughts about the oral presentation.
- Any additional thoughts about completing the SGP.



Graduation Project Reminders



Presentation

- Arrive **BEFORE** your scheduled time.
- If your presentation requires use of a DVD player or computer, notify them when you check in so that you can be reassigned to another station if need be.
- Dress professionally.
 - Men—shirt and tie, dress pants and shoes (jacket optional)
 - Remove earrings.
 - Ladies—dress pants and blouse, suit, skirt and blouse, dress
 - Make sure nothing is too snug or too revealing.
 - Keep jewelry and make-up classy.
- Throw away gum before entering the media center.
- When you arrive at your station, present your judges with your letter. While they read, take time to arrange your product and prepare yourself mentally for your presentation.
- Once they have read your letter, begin by introducing yourself to the judges. Shake each judge's hand, make eye contact, and smile.
- After your introduction, take a step back and begin your presentation.
- Upon the conclusion of your speech, take a minute to explain and showcase your product.
- Then, thank them for their time and ask for questions.
- If you do not know the answer to a question, say "That was not in the scope of my research."



Product

- Spend time this weekend making finishing touches. Make sure that your product looks like it required fifteen hours of work. If you think the time invested isn't obvious, make sure to explain how you spent your time in your presentation.
- If your product is large, take it by the media center before school on the day of your presentation. If your product is something you can carry (scrapbook, dvd, etc.), you may keep it with you.
- After your presentation, leave your product behind. All products will be stored in a safe location in the event that you would like to challenge your score. You may have your product back after you receive your final score.

Portfolio

- Make sure your portfolio contains the following:
 - Title page
 - Table of contents
 - Paper drafts
 - Resume
 - Review board letter
 - Product proposal
 - Speech outline
 - Reflection
- Include all work drafts of all portfolio documents. This includes all research paper drafts, as well as all drafts of the resume, review board letter, and speech outline.
- Include all supplemental documents for each of these components. Examples include the 50% product reflection, the speech evaluation rubric (both copies), speech body graphic organizers, and all drafts of the speech itself.
- Place the final copy of each component **BEFORE** the work drafts.
- You can use page protectors for each document, but these are not required. This is also true of section divider

Most Importantly:

- Remember that
 - You are prepared. Be confident!
 - You have worked so hard for this. Show what you know and what you've done!
 - This is your final **BIG** moment before walking across the stage. You're almost there!
 - **I AM PROUD OF YOU!!!!**



Sample Questions for Review Board Preparation

- Why did you decide to choose this research topic?
- What interested you in this research topic?
- What was the most interesting aspect of your research topic?
- What insight/experience did you gain from working with your mentor?
- How does your topic coincide with your future goals?
- What did you learn about yourself through completing this project?
- How has what you learned in school prepared you for completing this project?
- How have you grown through completing the NC Graduation Project?
- If you could change something about your project, what would it be?
- What questions do you have for the review committee?

Time Guidelines for Scoring

4	Between 6 and 7 minutes
3	Between 5 and 6 minutes; over 7 minutes
2	Between 4 and 5 minutes; over 8 minutes
1	Between 3 and 4 minutes; over 9 minutes
0	Less than 3 minutes; over 10 minutes

Scoring the Graduation Project Hopewell High School

There are three components for scoring: the Product, the Presentation, and the Portfolio. Each carries equal weight for scoring.

The Product	The Presentation	The Portfolio
<ul style="list-style-type: none"> • Should demonstrate a minimum of fifteen hours of work. • Should connect to the topic and thesis of the research. • Should demonstrate creativity and skill. • Should be original to the student. <p>Please take into consideration whether students made items or whether they used manufactured pieces on their products.</p> <p>Common products include:</p> <ul style="list-style-type: none"> • Service learning or job shadowing (often documented with a scrapbook) • A model • A documentary • Interviews and reflections (often documented with a scrapbook) • Scales to represent both sides of issues • A website 	<ul style="list-style-type: none"> • Should last between six and seven minutes. • Should discuss both research and the product • Should include an introduction and conclusion • Should be evaluated for grammar, enthusiasm, and eye contact as well <p>Students are NOT required to have a visual aid. For many, the product IS the visual aid.</p>	<ul style="list-style-type: none"> • Should include documentation of the following: <ul style="list-style-type: none"> ○ Scored Graduation Project Paper ○ Resume ○ Letter to the Review Board ○ Product Proposal ○ Speech Outline/Planning ○ Graduation Project Reflection (this counts twice for their score) ○ Title Page ○ Table of Contents • Students may have additional documentation including drafts of the above assignments or support documents. Any of these documents can be used to evaluate GROWTH and should be taken into consideration with evaluation the completeness of the portfolio. • Should be well-organized and chronological.



Product Description and Approval Form

Student _____ Date _____

Topic of Project _____

What form will your product take? (Check all that apply.)

- computer disk, CD
- video, DVD
- audio recording
- charts, maps, graphs
- other (explain)
- art work
- photography
- model/construction
- community service

1. What materials will you need?
2. What, if any, expenses do you anticipate?
3. How much time do you estimate will be required to create this project?
4. How does the product demonstrate application of research and synthesis of new knowledge?

(Write any explanatory comments on the back of this sheet.)

_____ Approved
_____ Not Approved

_____ Approved
_____ Not Approved

_____ English Teacher/ Academic Advisor _____ Date _____ Student _____ Date

_____ Approved
_____ Not Approved _____ Parent/Guardian _____ Date

