

Olympic High School

Getting Started With Your Culminating Project



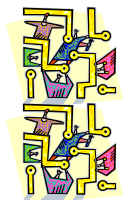
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Culminating Project information and forms can also be accessed on the OHS web site
<http://olhs.cksd.wednet.edu>

A Word to the Wise:

Save all of your work for the Culminating Project on a computer disk, CD, or network drive. Do not delete any of the files until after you walk down the aisle at graduation. You never know when you will be required to reproduce an assignment. If you have to resubmit an assignment, it is much easier to go to your saved files than to recreate.



Introduction

The culminating project represents the culmination of a student's K-12 education. Employers and universities indicate that workers and students need to be able to bring complex ideas together in order to be successful. Bringing complex ideas together might include knowing how to merge modern technologies to manage machinery, serve customers, or locate and use a wide variety of information. In-depth examination of a culminating project topic requires students to make wide searches and to extend searches for more and more information. Furthermore, culminating project research requires students to understand and organize information from a variety of sources, to interpret this information meaningfully, and to communicate this meaning to others. These are all important skills for future success in any endeavor.

Businesses also indicate a need for new employees to enter the work world with good time management and goal-setting skills; these are the same skills that are needed for academic success after high school. Students and workers must be able to solve problems and make good decisions. Completing a successful culminating project is a long process with many steps; focusing on one area of interest will provide the student with guidance in making decisions about choices in life after high school. Successful completion of this process demonstrates that a student can manage complex, time-consuming tasks successfully, and can master a body of information about a field and communicate it to others; it also provides a portfolio of work that could be displayed to a prospective employer or university.

There is a consistent framework for the components of the Culminating Project at each high school in Central Kitsap. Students are required to explore an interest that connects to their future, apply academic skills that have been learned throughout their schooling experience, consult with a person outside the school who has expertise in the field being studied, maintain a learning log and make a formal presentation about their project. Staff will utilize a common checklist or rubric to review each component of the Culminating Project to determine if it meets CKSD standards.

Components of the Project

(see inside this packet for specifics on each of these components):

1. A **Proposal** that includes your choice of topic or area of interest. You may choose from any of the following areas: a career interest, community service project, a cultural investigation, or an academic or personal area of interest.
2. A **Community Consultant** will provide support, guidance, and information. This could be any adult who has experience, knowledge, and expertise in the topic area. This experience will allow you to apply your skills in a real-life setting, helping in the transition from high school. This experience may also be an active learning or service project in the community.
3. The **Project Documentation** includes your Project Proposal, Learning Logs, Reflective Paper, Annotated Bibliography, and Project Products. These will be presented at your formal presentation.
4. The **Annotated Bibliography** must contain a minimum of 15 sources which must include 3 different interviews. MLA format must be used.
5. The **Reflective Paper** is an essay where you will share the personal and educational experiences that led to your interest in your topic. It will also include a review of your experiences and learning during your project development.
6. The **Presentation** component consists of a 10 to 15 minute oral presentation before an audience of staff, community and students. The purpose of the presentation is for you to relate how you've used your skills to learn, grow, and prepare for the challenges after high school, demonstrate the work you've done, share the **documentation** of your project, and assess your own performance. Another purpose of the presentation is to share how your work has benefited others.

Timelines and major assignments for the Culminating Project are the same in all Senior Composition and Senior Social Studies classes. Individual teachers may adjust practices and drills to meet the needs of particular classes and may establish appropriate grading criteria, but timelines, specific assignments and grading criteria for the Culminating Project will be agreed upon by all teachers through regular meetings and enforced for all classes. Grades are based on written and oral work, student/teacher conferencing, and various project checks throughout the unit. Grades may also reflect feedback from peers and project community consultants in addition to teacher assessment.

Getting Started on your Culminating Project

**“If we did the things we are capable of doing,
we would literally astound ourselves.” ~Thomas Edison**

So where do students find ideas for the Culminating Project? By looking around them for inspiration. Here are some ideas:

- Talk with your friends, classmates, and your teachers
- Keep an eye out for interesting topics in magazines, newspapers and journals
- Listen for interesting topics while enjoying television or radio
- Look at the index and table of contents of the texts you’re using for your classes
- Look online; many schools around the country are doing similar projects and reading about them might provide a spark of inspiration

What do you do once you have a general topic? The need to complete a big project can cause anxiety. However, there are ways to reduce that anxiety. Your teachers will do their share to help cut down on the stress by providing opportunities to learn all of the skills you will need to successfully complete your Culminating Project. The following are some general tips about starting any project on the right foot:

Start early! Keep in mind that any project can be very time-consuming. Plan on 10 hours just for deciding on a topic, writing up your plan, and thinking about where to find resources. If you give yourself lots of time to complete the early stages of your project, unexpected delays won’t cause as much of a problem. If you wait until the last minute, those unexpected delays could derail your whole project!

- Plan ahead! Is your project dependent on the weather? Do you have to work around other people’s schedules? How does the due date fit in with the due dates of projects for other classes?
- Have a clear understanding of the assignment! Read this handbook carefully. Clear up any questions with a teacher or the project coordinators prior to beginning your plan.
- Know what types of materials you need! Do you need books or articles? Should you find a person or several people to interview? Are web pages appropriate?
- Remember that completing any project requires patience and flexibility! It may take time to get the results you want.

Ask for help when you need it! Teachers, counselors and librarians are very familiar with the research process. They will be glad to help you at any stage of the project. Your teachers understand the requirements of the Culminating Project and can point you in the right direction. Don’t forget, other people are busy, too, so you may have to contact them more than once by phone, by email, or in person to get the help you need. Keep trying!

CULMINATING PROJECT TEMPLATE FOR PROJECT PROPOSAL

(approval required before beginning project work)

Due: _____

Name _____ Teacher _____ Per. _____

This project template states what you intend to do for your culminating project. A full typed final proposal is due in October, but this template will help you get down the required information. Be as complete as possible and write legibly in complete sentences. Your project cannot involve dangerous experiences or hazardous substances. **A list of high risk activities and additional information is included the first semester handbook which you can find in the Culminating Project page on the Olympic High School web site <http://olhs.cksd.wednet.edu>.**

Project Category (check the category that best suits your project)

- Developing or improving a skill or performance
- Designing or creating a product, service, system, or event
- Explore an academic, cultural or career question or interest
- Intern, volunteer or work in a career field indicated through career study and research

Project Topic: _____

1. **Introduction** – Give a general description of your overall topic and briefly describe your project goals.

What motivated you to choose this topic?

What skills and knowledge do you already possess about this topic?

What prior experience, if any, have you had that will help you with this project?

How do you plan to interact with your consultant and what do you plan to learn?

What do you expect to learn from this project (ex: technical skills, expanded knowledge of your topic, planning and organizing skills, etc.)?

2. **Plan of your project** – What is your estimated timeline to complete the project with anticipated step-by-step monthly dates?

Who will be involved in your project? What is the cost of project? What resources will you need to complete project?

3. **Conclusion**

What product will you create as a result of your new knowledge and skills?

How will you convey your experience to the board? What visual aids will you use to support your presentation?

Student Signature

Date

Parent/Guardian Signature

Date

Faculty comments:

Approved _____

Approved With Recommendations _____

Not Approved _____

Approved after Resubmittal _____ **Date** _____

Remember that this is a plan and often plans change!

Project Proposal

The Project Proposal is a written document of what you intend to do for your Culminating Project. In a typed, double spaced, 12 point font, in Times New Roman or Arial, with a cover page, explain the following:

1. Introduction

- What exactly you plan to do, a brief description of your project goals. This part of your essay should catch your readers' attention.
- Why are you doing this project? What interests motivate you to choose this project?
- What skills, knowledge, experience, and personal qualities do you have that will help you complete this project?
- What do you expect to learn from this project? This can include technical skills, knowledge about the area of topic your project covers, or skills acquired by planning and completing a major project.

2. Plan

- Explain in a detailed plan who will be involved in your project; potential budget and resources needed; time investment; and what you will do, step-by-step, to complete your project. Include a detailed timeline of your proposed work. Also, list what you expect to learn and achieve as part of your project.
- This plan is the main part of your proposal and should be well detailed and specific. Try to anticipate everything you will need to complete your project.

3. Conclusion

- How will you know when your project is complete? What will you have to show when it is done? What will you have learned and done, and how will a person, looking at your project, know that you have learned or done what you proposed to do?
- This should relate to what you said you were going to do in the beginning.
- How will you assess your project and how will you know it meets the criteria established by your outside consultant and teacher?

Successful Culminating Project Ideas

Create an original music composition for an ensemble and have it performed.	Study with a community theatre group and produce your own play.
Translate a famous work from another language into English for publication.	Prepare to run a marathon and run it, and present your Health and Fitness Plan.
Rebuild a garage as a part of a field experience.	Calibrate a prototype for analytic chemistry equipment.
Design and lead your own school-wide workshop on the dangers of drinking and driving.	Develop a robotics project to participate in a national competition.
Design and patent your own shoe.	Coach a youth soccer team and complete a study in youth and motivation.
Work at a local museum as an intern and create a fundraiser for the museum.	Create a book and website of original poetry to publish on-line.
Coordinate and organize a conflict resolution team at your school.	Research why people commit hate crimes and create a resource guide for the community.
Create an original book and have it published or read.	Create a hands-on study of the art of documentary film-making through the preparation, filming, and editing of a study of experiences of veterans of the Vietnam Conflict.
Investigate contemporary photographic styles and techniques and create a portfolio of original works in the tradition of a famous photographer.	Intern in a veterinary clinic and create a resource guide for cat owners on feline diseases.
Study the choreographic techniques of a famous choreographer and develop choreography of your own for an all-school musical or your own musical.	Study gourmet cooking through the research and field experience, learning about the design, preparation, and serving of traditional French cuisine. Cook and serve the meal.
Build your own car stereo system by studying the science of sound systems, their design and installation.	Volunteer to work in a retirement home and create an oral history collection of the lives of those who live in the retirement home.
Research, develop, shoot, edit, and exhibit a video documenting the Islamic experience in Washington State, focusing on the nature and causes of anti-Muslim discrimination.	Study chaos through computer simulations and an internship or partnership with a university physics program.

Additional Topic Ideas:

An indepth study of a career of interest

Animals

Animal rights
 Conservation of fish/game
 Endangered species
 Raising cattle/livestock
 Service dogs/guide dogs
 Veterinary medicine
 Wildlife rehabilitation

Art

3-D Computer animation
 Architecture - design house/
 building/landscape/golf course
 Cartooning
 Design/paint mural
 Explore a traditional craft –
 quilting/weaving/spinning
 Floral design
 Graffiti as art
 Graphic design portfolio
 Illustrating children's book
 Photography – portraiture/
 black-white/cinematography/
 video editing/digital

Pottery

Renaissance art
 Stained glass window/lamp
 Web design

Business

Accounting
 Advertising photography/
 campaigns
 Catering
 Child care
 Construction of building
 Event planning/wedding
 Fashion merchandising
 Hotel/restaurant management
 Human resource management
 Investment portfolio
 Planning a business
 Public relations
 Real estate
 Ski resort management
 Travel industry

Communications

Broadcasting – radio/TV
 Creative writing portfolio
 Recording engineer
 Sports commentating
 Music critic

Additional Topic Ideas:

Drama

- Acting and auditioning
- Costume design
- Directing a play
- Script writing
- Set and stage construction

Education

- Adolescent psychology
- Autism
- Creative history project
- Early childhood development
- English as a second language
- Guidance counseling
- Inner-city education
- Montessori education
- Multiple intelligences
- Music education
- Preschool teaching
- Sign language
- Special Education
- Technology in education
- Youth leadership

Health/Nutrition

- Aromatherapy
- Eating disorders
- Fitness and diet
- Fitness and running
- Nutrition and sports training
- Nutrition for teenagers
- Vegetarianism

History

- Egyptian pyramids
- Irish history
- Mythology

Home/Family

- Adoption
- Birth order
- Birth parents
- Ethnic/religious holidays and observances
- Foster parenting
- Genealogy
- Interior design
- Japanese gardens/bonsai

Music/Dance

- Choreography
- Guitar
- Jazz/swing/ballroom/tap dance
- Music composing
- Music production
- Music therapy
- Songwriting/demo tapes

Science/Medicine

- Aeronautics
- Alternative medicine
- Animal habitat restoration
- Astronomy/telescopes
- Depression treatment
- EMT

Fighting pollution

- Genetic engineering
- Herbal medicine
- Marine life and global effects
- Massage therapy
- Mission to Mars
- Paleontology
- Pediatric neurology
- Physical therapy
- Reflexology

Social Issues

- Alternative energy sources
- Blood stain pattern analysis
- Equity in women's sports
- Ethics in law
- Forensic science
- Gerontology
- Homeless in Seattle
- Law enforcement
- Military careers
- Peer mediation
- Psychology
- Recycling
- Search and rescue
- Teenage sociology

Sports/Recreation

- Aerobic training
- Astrology
- Athletic training/sports medicine
- Body building
- Chess
- Coaching
- Fly fishing
- Golf instruction
- Hiking trip/safety
- Martial arts
- Model railroads/airplanes
- Sport psychology
- Water safety/boating safety
- Weight lifting

Technical Arts

- Auto body technician
- Auto CAD designing
- Building a house/deck
- Building a rotary engine
- Building an electric car
- Car customization/restoration
- Carpentry
- Computer programming
- Computer repair/construction
- Culinary Arts
- Dog grooming
- Electrician
- Engineer
- Fire safety awareness
- Furniture construction
- Rebuilding an engine/carburetor
- Woodworking

High Risk Activities

There are a few parameters you must abide by. Your project must be legal and parent approved. Topics are limited for two reasons: to promote a serious frame of mind and to avoid issues of liability. **Safety is of paramount concern!** If you really feel the need to work on a project similar to those on this list, you will need to appeal to your principal. The “No” list includes:

- **No** on-the-water/underwater projects (canoeing, kayaking, powerboat racing, water-skiing, jet skiing, white water raft trips, rafting, shark chumming, scuba-diving, etc.)
- **No** off-the-ground projects (bungee-jumping, skydiving, hang gliding, helicopter or plane-flying, hot air ballooning, etc.)
- **No** mountain climbing, spelunking, rappelling, extreme snowboarding or skiing.
- **No** in-line skating, skateboarding or bicycling.
- **No** weapons or the making of weapons.
- **No** racing of any motorized vehicle (auto racing, car bashes, soapbox races, stunting, tractor pulls, etc.)
- **No** paint-balling.
- **No** athletic camps unless you have a CKSD coach willing to advise--extra insurance needed.
- **No** cheer/drill competitions.
- **No** dog training projects.
- **No** tattooing/body piercing.

Culminating Project: Where Do I Start?

Directions: Complete this worksheet to assist you in your first class brainstorming session.

What in this world fascinates you? (List three things)	What do you already know about this topic?	What more would you like to learn?

Topic Evaluation

Working with a partner, discuss your topic and the research you have done. Summarize for your partner the changes you have made in your thinking and the direction you have chosen for your topic. Then, **have your partner answer (on this paper)** the following questions.

1. What is your partner's topic?

2. What is the one idea that will control your partner's research?

3. Is this an interesting topic? Why/Why not? Why does your partner consider this an interesting topic?

4. What subtopics has your partner considered?

5. What subtopics can you suggest for your partner to consider?

6. Are you convinced that adequate resources are available on this topic? (Discuss your partner's initial research and obstacles with her/him.)

7. What subtopics and/or resources can you suggest for your partner's research?

8. What would YOU like to know about your partner's topic? Why?

Project Proposal Rubric

Teachers/Advisors: Use this form to assess if the student has met the Project Proposal Guidelines.

Yes	No	Guidelines
		The proposal meets the safety requirements and standards for rigor.
		The student has the required signatures on the Project Approval Form.
		The Proposal is word processed, double-spaced, in a 12 point font using Times New Roman or Arial.
		The Proposal is proofread and contains no spelling or grammatical errors.
		The Proposal has the required title page .
		The Proposal contains a paragraph explaining the student's general area of interest, and why this area was chosen. It also explains what the student already knows, or has accomplished in this area.
		The Proposal contains a paragraph with a statement of intent: what is the project, who will be involved, potential budget/time investments, and result of the project.
		Additional teacher or course requirements.

Congratulations! Your Project Proposal has been accepted!

Teacher/Advisor Signature/Date	
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Please **resubmit your proposal**, along with your original proposal, by _____
(Date)

Teacher/Advisor Signature/Date	
--------------------------------	--

Project Documentation

(If it is not documented, it didn't happen.)

Your project documentation must include the items listed below in numbers 1 through 5 and some of the evidence in number 6. These items will be included in your final presentation notebook.

1. The project proposal
2. Learning Logs (examples could include some or all of the following)
 - Documentation of job shadow or community experiences
 - Journal showing thoughtful analysis of progress toward each of your learning goals at significant points throughout project.
 - Time sheets documenting the following project components (if applicable):
 - Time spent outside of school:
 - a. volunteering
 - b. working on the project
 - c. working with the consultant
 - d. job shadowing
 - Project-learning & organization log
(For example see: http://www.oilcareers.com/content/career/log_1.asp) including the following:
 - a. Self Assessment (Where you are now?)
 - b. Setting Objectives (Where you want to get to?)
 - c. Action Planning (How you will get there?)
 - d. Charting Progress (How you are doing?)
 - Action Plan - Progress log outlining progress toward goals and objectives and due dates for specific portions of the project
 - Budget and expense reports
3. Reflective Paper
4. Annotated Bibliography
5. Project products, evidence or documents could include some or all of the following, depending on your project:
 - a. Photographs
 - b. Videotape
 - c. PowerPoint Presentations (not Board presentation)
 - d. Web Pages/BLOG
 - e. Audio recording (CD) of interviews or performances
 - f. Documents produced as part of project. Examples could include:
 - i. Culinary project – recipes, supply lists, or menus
 - ii. Service project – budget, materials list, brochures, letters written
 - iii. Performance – sheet music composed by student, program from a recital, advertising materials from performance, copy of speech
 - iv. Authoring – drafts, diaries, interview transcripts
 - v. Art - sketches
 - Copies of receipts of expenditures
 - Community Consultant evaluation
 - Letters of recommendation
 - Copies of job applications
 - Email or phone log

CULMINATING PROJECT LEARNING LOG

Student Name: _____

Project Description:

	Date	Time spent	Brief description of activity	Reflection (problems/setbacks encountered, possible solutions, use of knowledge and resources, etc.)	No to
Total Hours					

Community consultants must verify the validity of documented field hours.

Student Signature _____ **Consultant Signature** _____

Thank You

A special thank you to the following schools for sharing their materials and wisdom with us. Some of the best pieces of their work are included in this document.

Bellingham High School
Bothell High School
Eastlake High School
Eatonville High School
Puget Sound Writing Project
Puyallup High School
Roane State Community College
Shorecrest High School
West Valley High School