

How do I keep track of it all?

It's important to remember that YOU are responsible for keeping track of all of the details of your research journey. The check list below will be used by you and your instructor to make sure that you are completing all of the graduation requirements.

A thumb drive is an excellent work place tool that you can use to backup all computer files but there are others. The point is, do not rely on your school account only to store your information. Be prepared to produce a copy of any material at any time.

Culminating Project Check List

Name _____ Teacher _____ Per. _____

Project Topic: _____

**Date
Completed**

Project Proposal Template

Formal Project Proposal (two pages, typed, double spaced)

Annotated Bibliography (15 total)

Community Consultant Forms (2 needed):

_____ Community Consultant Information Sheet (stays in folder)

_____ **Parent/Guardian Approval for Community Consultant
or**

_____ **CKSD Volunteer Disclosure Form (filed with district)**

Student Learning Logs (describing and verifying 25 field hours)

Reflective Essay (two pages, typed, double spaced)

Introduction Letter to the Culminating Project Board

First Oral Presentation Practice Speech (two are required)

Second Practice Speech

Board Presentation with product and visual aid (10-15 minutes)

These documents will be kept in student folders until they are put into the culminating project notebook for the board presentation.