



## Guidelines for Presentations

Sehome High School Culminating Project

### **GUIDELINES FOR THE PRESENTATIONS**

#### EXPECTATIONS

#### **1. What is the minimum amount of time required?**

Each senior will be allowed 20 minutes for his/her presentation, 30 minutes total for preparation and takedown. This time will be divided into these segments.

- 5 minutes for setup
- 10-15 minutes for presentation
- 5 minutes to respond to questions from the panel
- 5 minutes for taking down equipment

Seniors will be expected to stay in the room and watch three other students present their projects to the same panel. Each panel will convene for 2 hours. Time markers with remaining minutes left will be shown seniors.

#### **2. Who will be on the panel?**

Panels will be made up of three to five adults. Two will be staff members, one who is the designated person to facilitate and one to time. At least one of the adults will be a community member. There will be three other students in the presentation room. These students will have already presented or be waiting to do so. Parents will not be allowed in the room. Community advisors who may want to attend may be observers but not serve on panels for their students.

#### **3. What should seniors wear for their presentations?**

Seniors should dress up. They will be expected to present themselves in a professional manner. What is worn is very important. Students should plan to dress as though they were going to a business interview - clean, neat and conservative. Seniors should use good judgment. Jeans, sweats, shorts, t-shirts, hats, tank tops, and flip-flops are examples of what should not be worn. Panel members will not appreciate bare midriffs. Appearance demonstrates

the respect that students have for their audience.

#### **4. What should be in the portfolio?**

These documents should be included in the portfolio.

- The approved Proposal with scoring rubric
- The approved Scholarly Paper with scoring rubric
- Signed and completed Staff Mentor Meeting Verification forms
- Both pages of the Time Log, which account for the hours spent with the community advisor, the activities in which the student was involved, and the signed student verification
- The Community Advisor Final Observation form
- The Written Reflection which details the application of new learning, the connection to the scholarly paper, the challenges presented, personal growth
- Proof that the project connected to or benefited the community
- Artifacts compiled as a part of the project

#### **5. How can audio-visual needs be met?**

If any audio-visual equipment is needed for the presentation, students should turn in the form provided by their high school before the deadline established. Rooms will be assigned based on these needs.

#### **6. What will occur if a student does not appear for his/her presentation?**

Students who are ill or have emergency excuses approved by the coordinator will be scheduled to present to a school district panel one week later.

A student who does not have a documented emergency will not pass the presentation and will fail the Culminating Project.

#### **7. If a student presents, but fails the presentation, what will happen?**

Students who try but fail the presentation component will be counseled regarding improvement and will be rescheduled to appear before a panel at the district office a week later.

Failure of any component of the Culminating Project may be appealed to the high school principal.