

Graduation Project: Vital Information

CONTRACTS

Everyone either has to bring in a copy of their signed Form 1 or fill out a new one. These were somehow misplaced last year. Do this as soon as possible (i.e. by Friday, 9/26).

PROJECT APPROVAL

You must have your Form 2 and proposal letter turned in together (**no later than October 2nd**) for approval. The approval committee meets on Monday and will only evaluate proposals on that day. In order for your proposal to be considered, all paperwork must be printed, filled out completely, formatted correctly, and signed.

ADVISORS

Your advisor is now your den leader. Come see me or email me if you aren't sure who that is. While you should feel free to seek the advice of other teachers, all parts of the project that require staff input must be done with your den leader. Paperwork must be processed through Ms. Oberg.

TIMELINE

Make sure you meet the due dates on the form you have been given. You will be held to those dates. ALL seniors and super seniors will complete their projects this year and present in May. No senior will be allowed to float the project into their super senior year.

FORMS

All forms should be filled out completely, accurately, and professionally. They need to be turned in on time. Make sure that you keep a copy for yourself! It is both of our responsibilities to keep track of your progress, but you are the one that will have to redo the forms if they are lost or misplaced. Copy everything!

REQUIRED MEETINGS

You must meet with me a *minimum* of four times throughout the year. To set up a meeting, go to www.obergsenenglishclass.weebly.com and click on the "Students: Make an Appointment" tab.

Please note, the appointment time you sign up for is an *approximate time*. I fulfill multiple roles at the school and may have a student or staff member who needs something quickly that may

push back the time of your appointment by a few minutes. Please be flexible. Think of it as making an appointment to see your doctor and then you'll be pleasantly surprised when the wait time is five minutes instead of twenty.

Finally, please note that these meetings are required. If you do not meet with me at least four times, I will not schedule you to present in May.

PORTFOLIO

Your portfolios are a representation of all the work you have done on your project. They should reflect your best work. Please make sure that your portfolio is of the highest quality.

PRESENTATIONS

Everyone is presenting in May. If you are graduating in December, you are required to come back in May and present. You have not officially graduated until you pass the presentation. The tentative date for presentations is May 6th. This date may change. I'll keep all of you in the loop.