



**Creswell High School
School Senior
Project Guide**

2026-2027

PURPOSE AND RATIONALE

This guide is intended to help you understand the Senior Project at Creswell, what it is and how to approach it.

The Senior Project is a chance for you to exercise your own initiative and engage with an area of your own interest and choose as you examine your post-secondary options. It is intended for you to:

- Engage in personal inquiry, action and reflection by sharing and setting goals for your plans after high school
- Gain an invaluable community experience through an internship or job shadow.
- Develop your communication skills by reflecting on your experience and plans meaningfully and thoughtfully
- Exhibit your critical and creative thinking skills by planning, doing and reflecting within the project

The Senior Project requires the **four** following components:

1. A goal-setting exercise related to your post-high school plans
2. An accompanying community experience—service, internship, or job shadow—of at least 16 hours
3. A written reflection of at least 750 words with accompanying images or other tangible evidence of your experience (12 font, Double spaced, approx. 3 pgs.
4. A presentation to your advisory about your goals, experience and outcomes

With the completion of the Senior Project, we expect you will achieve the following **learning outcomes**:

1. Experience an increased awareness of your personal strengths and challenges
2. Undertake new and different experiences
3. Plan and initiate activities
4. Work collaboratively with others
5. Show perseverance and commitment in activities
6. Develop new skills
7. Expand your awareness of community connections, citizenship and social responsibility
8. Explore your interest in a post-secondary option

Your goal-setting, reflection, and presentation will require you to address these learning outcomes.

Senior Project Due Dates and Requirement Checklist

In a portfolio, you must submit the following components:

1. Goal-setting exercise
2. Project Proposal
3. Signed Mentorship Letter
4. Community Experience Log
5. Reflection paper
6. Presentation plan
7. A copy of a thank-you note you wrote to your community organization

List of meeting dates, information and components due:

DATE	TIME and LOCATION	TASK
Wednesday, October 7	8:30 AM Advisory	Goal-setting Exercise: DUE Discuss Community Experience process Additional senior year information
Wednesday, December 9	Advisory	Project Proposal and Mentor Agreement Form: DUE
Wednesday, March 17	Advisory	Time Log: DUE
Wednesday, April 7	Advisory	Reflection Essay: DUE
Wednesday, April 21	Advisory	Community Experience Thank you Letter: DUE
Wednesday, April 28	Advisory	Presentation Sign ups: DUE

GOAL-SETTING EXERCISE

Please review the learning outcomes on page two. We hope that as students at Creswell High School, you will work towards these outcomes by committing to a specific community experience that enhances both your personal and professional goals.

For this assignment, please consider your current strengths and weaknesses in terms of the learning outcomes and your post-secondary goals by answering the questions below in paragraph responses. Then, as you are engaged in your community experience, please consider and reflect on how you are changing, developing or challenging yourself to meet the goals you have set, or how your goals are growing or changing along with you.

Please type at least one paragraph per prompt, 12-point font, double-spaced:

- What do you believe are your strengths, academically? Your challenges?
- What education or other preparation will you seek after high school? What do you hope to accomplish in the future?
- Because of your unique skills, where will you seek a community experience and why?
- In your community experience, how will you move beyond your strengths to find a placement or fulfill a role that also challenges you in new and different ways and supports your post-secondary goals?
- Write three specific and detailed goals you hope to achieve during your community experience. How will you achieve these goals? Use the **learning outcomes** to support your writing.
 - **Example #1.** My goal is to study Biology at the University of Oregon. By volunteering at Mount Pisgah Arboretum, I will become more knowledgeable about invasive species and their impact on native plants while working outside, an activity I enjoy. I will achieve this goal by reading, talking to my supervisor, and identifying and eradicating invasive species at the Arboretum. In addition, I will complete at least 10 hours of service at the park prior to the deadline.
 - **Example #2.** I want to become a counselor after I travel and work for a year. Through my job shadow at the White Bird Clinic:
GOAL 1. I will learn more about how to work with individuals in crisis. *I know I am a compassionate person, but this experience will put me in direct contact with challenging situations.*
GOAL 2. I will become more knowledgeable about the social, economic and personal conditions that lead people to White Bird. *I will discuss these issues with my supervisor and make personal observations.*
GOAL 3. Finally, I will practice my communication skills by interacting with employees and clients. *I will ride along in the crisis van and answer phone calls to the best of my ability.*
 - **Example #3.** After high school, I will attend Lane Community College and take classes in early childhood education. By volunteering in my church's nursery, I will plan and initiate activities to support and entertain children while they are away from their parents. I will achieve this goal by using my experiences from Child Development.

Senior Project Proposal Template

Insert your own information and delete the template information

Title of Project

Your name

Career of interest:

Class of:

Student phone number:

Advisor teacher:

Mentor:

Mentor title, organization:

Mentor email:

Mentor availability:

Write a paragraph response for each section

Focus

Explain your plans for a career after high school.

Explain what steps you would need to take to get to enter this field (what you would study in college, what apprenticeships you would need, internships, what classes you would need to focus on, what level of education you need, etc).

Project Proposal

Explain how the mentorship you are proposing is related to your field of interest.

Explain the career that you are working with for your project.

Give a timeline for your proposed project and potential dates of observation.

Goals and Objectives

What do you hope to learn from the mentorship?

What skills do you hope to learn/gain?

Resources

What resources and support will you need to complete this project?

COMMUNITY EXPERIENCE

The Community Experience is at the heart of the Senior Paper. It allows you the opportunity to explore a topic of interest and then relate it to your post-secondary goals. It allows you to connect in a larger way with people outside of your normal school setting and as a result, you will no doubt draw upon your knowledge and skills from a variety of your own experiences, your classes and their content.

You must complete at least 16 hours of a community experience related specifically to your goal-setting exercise. This could be an internship, or a job shadow. The only requirement is that it is linked to something you are sincerely interested in studying or working towards in greater depth as evidenced by your goal-setting exercise. It also needs to be an experience upon which you can reflect meaningfully.

Getting started:

It's completely understandable you might not feel comfortable calling or emailing people you don't know in order to set up your community experience. However, it is a crucial skill as you leave high school for college or career. Below are some tips and a sample script to help you make your community connection.

Tips and guidelines:

- Be respectful and gracious—say please and thank you! Remember that no one is obligated to help you with your project. They are doing you a favor by helping you.
- Use professional language ever—and only send emails that are carefully and formally structured.
- Make sure you know a little bit about the organization before contacting someone there.
- Be clear about your topic, what you need, and how you think working with the organization could help you with your learning.

Sample script for phone call:

Hello, my name is (your name) and I'm a senior at Creswell High School. In order to meet the requirements for a diploma, all seniors have been asked to complete a school related learning experience that involves an internship or job shadow. I am interested in knowing more about (career name) and would like to job shadow with your company/business. This job shadow would include 16 hours of commitment. Is there anyone in your office I could speak with about this opportunity?

Sample script for email:

Hello, my name is (your name) and I'm a senior at Creswell High School. Our senior project involves setting up an internship or job shadow at a local organization, and I think (name of organization) would be a good fit for my future career choice. I'm wondering if anyone at your office might be willing to supervise me as I complete 16 hours of (job shadow, internship, etc.) If so, I would greatly appreciate hearing back from you at your earliest

convenience. I would be happy to meet with you to discuss the project more.

Thank you for your time and I look forward to hearing from you.

Sincerely yours,

Your name

Your phone number

Your E-mail address

How to Find a Community Mentor

This person should be:

1. An expert on your topic
2. Not a family member
3. Over the age of 25
4. Someone you are able to connect with on a regular basis
5. Outside of Creswell High School, unless approved by an advisor

Finding the right one:

1. Ask your parents
2. Ask an expert
3. Ask your advisors, teachers, counselors
4. Ask your peers
5. Ask a business, organization, or company

Calling a potential mentor:

1. Introduce yourself: "I am a senior from CHS, working on my senior project. The topic is _____. I am looking for a community mentor who may be a good fit for this topic. Would you or anyone you know be interested in meeting with me to discuss the details of this project?"
2. Be sure to take good notes while you are on the phone (write down names, numbers, etc.)
3. Say, "thank you" regardless of the outcome
4. You may need to contact several people to find the right one.

Meeting a potential mentor:

1. Always meet him/her at their organization/business.
2. Dress appropriately, remember you are representing CHS
3. Keep track of your time spent with mentor on your time-log
4. Come prepared to talk about:
 - a. What you are hoping to accomplish with your project (bring your proposal)
 - b. What you want to learn as a result of this project
 - c. How this project is tied to your future or career interests
5. **Go with your instinct:** If you feel based on the initial meeting that this is not a good match for you, or you feel uncomfortable, simply tell them that you do not feel that this

partnership will best meet the needs of your project. You can also tell them that you must get approval from your advisor before proceeding, and that you will call them to let them know if the placement has been approved (if you do not feel comfortable, we will not approve it!)

6. If you feel this is a good match for what you need, talk about when you will next get together. This ensures that you have something scheduled and you can start to plan your project. Write down dates!

7. Give your mentor the Information Letter and have them sign and return the Mentor Agreement Form.

Senior Project Mentor Information Guide

Thank you for agreeing to participate in Creswell High School's Senior Class Project. As part of this project, seniors are asked to explore and better understand a potential career path. As a mentor, you play a vital role in helping students gain real-world insight into your profession.

We appreciate your willingness to share your time and expertise.

Your Role as a Mentor

We ask mentors to support students by:

- Sharing your educational background and career journey.
- Allowing the student to shadow you for up to 16 hours over several days, if necessary, to observe a diverse range of tasks, events, or field work - anything to reflect the true nature of your work.
- Providing insight into your industry, including expectations, challenges, and opportunities.

Tips for Success

- Remind students about photo and video opportunities they may want to capture for their project presentations
- Suggest what they should take notes on, such as key tasks or observations.
- Practice metacognition by talking through what you're doing as you do it, helping the student understand your thought process.
- Discuss professional habits and expectations, including timeliness, communication, and workplace etiquette.
- Share the "behind the scenes" aspects of your work, such as writing emails, completing forms, using internal operating systems, or handling payroll and benefits tasks.

The main goal of mentorship in this project is to give students a meaningful shadowing experience. Please encourage the student to ask questions throughout their time with you so they can better understand your role and workplace.

Thank you again for contributing to our students' learning and supporting their exploration of future career aspirations. Your involvement helps make this project a valuable and memorable experience.

Mentor/Supervisor Agreement Form

Dear Prospective Mentor/Supervisor:

The Creswell High School Senior Project is a chance for students to explore an experience of interest to them related to their post-high school plans. As a part of the project, each student is required to complete at least 16 hours of a community experience. In order to do this, students need to find a community member or organization willing to supervise their hours and ensure they are engaged in thoughtful, active, meaningful learning experiences related to their area of interest.

If you are willing to supervise a student in this endeavor, please provide your signature and contact information below.

The Creswell High School staff wishes to extend our gratitude to you for your willingness to support student learning. Your time and effort on the behalf of students is a measure of your commitment to young people in our community. If you would like more information about the project and our expectations, please don't hesitate to call or email Mona Stiffler, Academic Advisor mstiffler@creswell.k12.or.us or 541-895-6022.

Sincerely yours,

Creswell High School

Yes, I am willing to serve as the mentor/supervisor for

_____.

I understand the expectations outlined above and am willing to ensure the student completes at least 16 hours in a thoughtful, active, meaningful setting.

Supervisor's name

Supervisor's signature

Email address

Phone number

Please provide a brief explanation of the site where you will be supervising the student and your job title/responsibilities. Thank you!

Community Experience Time Log

Please use the table below to log the hours you've completed at your community experience site. Your supervisor may sign once to verify the hours are accurate, or you may have different supervisors sign for each session as needed.

Date	Hours completed	Description of duties/tasks, etc.	Supervisor signature

COMMUNITY EXPERIENCE: THANK YOU LETTER/NOTE GUIDE

Please write a note and send it to your community organization. Place a copy in your portfolio.

Remember that writing a thank you letter/note to your community mentor is very important.

When you write your letter/note remember to do the following:

1. Be neat. Watch your spelling, grammar and conventions.
2. Begin your letter/note with a sentence that specifically thanks the community mentor for allowing you to spend time at his/her place of work. For example, "Thank you for taking time out of your schedule to meet with me during my senior project experience.
3. State something specific that you learned or enjoyed during the senior project experience..

For example, "I learned a great deal about how an engineer uses computers and I really enjoyed taking a tour of the facility and participating in a small hands-on project."

Your community organization will be incredibly impressed with your thoughtfulness!

WRITTEN REFLECTION

Your written reflection should be a minimum of 750 words (12 font, double-spaced, approx 3 pages) and is just that: a reflection on what you have learned, how you have grown and the extent to which you achieved your goals via your experience. Write a detailed description of what you did for your project and explain its rigor, relevance, and meaning to you. Address the following questions in the form of an essay.

Your reflection should:

- Be typed in 12-point font and double-spaced
- Include tangible evidence of your experience—photos, drawings, brochures, posters, etc.
- Address the following questions:
 - Why did you choose your topic?
 - Who was your community mentor? How did you choose that person?
 - What did you actually do? Describe this in detail.
 - Did you change your project? Why? What happened?
 - What were your challenges?
 - What standards did you set for yourself? How did you know if you were successful?
 - Show evidence of new learning:
 - What did you learn from your mentor interview?
 - What did you do or experience that you have never done or experienced before?
 - What skills, knowledge, and habits did you gain?
 - Who did you meet or encounter that you would not have met if you had not done this project?
 - How will you use your new skills, knowledge, and habits in career or personal pursuits in the future?

Evaluate your experience:

- What are you particularly proud of as a result of this project?
- Did you experience any personal growth?
- What new learning is relevant and useful to you?
- How would you do this project differently if you were starting all over today?

PRESENTATION GUIDELINES

Presentation Overview: The final presentation is your opportunity to share with panel members what you learned both personally and professionally from your senior project. Please dress professionally as if you are going to a job interview. Your presentation should be 5-10 minutes in length with an accompanying visual that illustrates your main ideas (a Powerpoint, Prezi, video, or some other visual media form). Please make sure to save your work to a GoogleDoc so it will be accessible from any school computer—no flash drives or e-mailing, please!

As a part of your portfolio, please create an outline for your presentation.

In your presentation, you should:

- Introduce your experience. What were your goals that led you to choose this experience?
- Explain the process you went through to choose your community experience. What resources did you use, what setbacks did you encounter, and what conclusions did you draw?
- Describe your community experience and how it was relevant to your life, your community, and your future plans.
- Describe the challenges you faced throughout this project and how you overcame them.
- Describe what you would do differently with this project if you had the chance.
- Discuss any new learning, ideas, or results that you discovered. Share some of your reflections on the learning outcomes.
- Draw some final conclusions about the process, your project and its outcomes.

Please also prepare to engage in a question and answer session with your panel members about your experience!