

Extended Application Checklist

The information you need for your extended application is on this checklist and at <https://oregoncis.uoregon.edu> (User name: Creswell High School Password: Nieblock). You will be required to create a portfolio at the listed website and use it to document your progress for your Extended Application. Items may be submitted prior to deadlines, but in the order listed below unless directed differently by your instructor. You will get instruction on your Extended Application from your English teacher during the first two weeks of school.

- Project Proposal Due: 11/20
- Project Information Submitted Due: 12/19
- Work Plan and Journal Due: 3/30
- EA Presentation Sign up Due: 4/17
- Reflective Essay Due: 5/7
- Abstract Due: At EA Presentation

NOTE: All EA Presentations MUST be completed by May 29, 2015 at 3:45 PM.

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

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 them at their organization/business.
2. Dress appropriately, remember you are representing CHS
3. Keep track of your time spent with mentor on your work plan and journal (these direct-contact hours count)
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 submit his/her info on the Project Information page online.

Mentor Information Letter

Dear Community Member,

Thank you very much for supporting a Creswell High School student in completing his or her Extended Application project. This is a graduation requirement, and it provides the students an opportunity to bridge the gap between where they are now in school, and what they will be doing in the future. Your dedication and expertise will help to ensure that students complete a meaningful, rigorous, and relevant project that will guide their next steps in career development.

Students are required to complete the following components of their Extended Application:

1. Complete at least 10 direct hours on their project/experience.
2. Present their projects/experience before a formal panel.
3. Writing a reflective essay indicating new skills, learning, insights, and experiences that came up along the course of the projects.

We ask as a mentor that your role would:

1. Provide advice, feedback, and learning opportunities to the student.
1. Assess your student's collaboration and professionalism.
2. Assess your student's work or final products.

Student's grades will be based on your evaluation combined with the presentation panel ratings and teacher evaluation. Please contact your student's teacher identified on the mentor agreement form if you have additional questions or concerns. You may also contact the school counselor, Mona Stiffler at mstiffler@creswell.k12.or.us or 541-895-6022. Thank you very much for your participation, we hope this process is beneficial to both you and the student.

Sincerely,

Mona Stiffler, Counselor
Laura Kingsbury Martin, English Teacher
John Moran, English Teacher
Andy Bracco, Principal

Parent Notification & Authorization

Re: Senior Extended Application Project

Dear Parent/Guardian,

Your students are finally seniors, and a part of your student's graduation requirements, he/she must complete a senior Extended Application project. This is designed to help students explore a topic, project, career, or experience that is of interest to them, relevant to their future, and meaningful to their lives. They will choose a community mentor who is an expert on this topic to guide them through the process. Your student may be meeting or communicating with his/her community mentor during school and non-school hours. Students will have some time to work on this project in English class, however much of the project will need to be done outside of school. As with any school program, the EA should never involve the student participating in any activity that is prohibited by district policy or the code of conduct. Activities may be completed on and off campus, however, it is important to note that when participating in off campus activities, your student will not be under the direct supervision of school staff. Any costs incurred are the responsibility of the student, parent, or guardian. Current details of the EA and steps to completion can be found on the school website, under the "resources" page.

All of the steps required for completion of the Extended Application Project can be found in this handout and at <https://oregoncis.uoregon.edu> The user name Creswell High School and the password Nieblock will be used to log in.

If you DO NOT wish for your student to be involved with a community mentor, please sign this form and return it to your student's teacher or the counselor, and other arrangements can be made for the student to complete the project.

Opt-out forms should be returned no later than October 17th in order to provide adequate time to develop an alternative project for the student.

I DO NOT want my student completing their EA with the assistance of a community mentor:

X _____

If you have further questions or concerns about the senior project you can call the Academic counselor at 541-895-6022.

Thank you for supporting your student through these final steps!

Mona Stiffler, Counselor
Laura Kingsbury Martin, English Teacher
John Moran, English Teacher
Andy Bracco, Principal

Extended Application Presentation Guidelines

Follow these guidelines to complete your presentation. Take a look at the scoring guide as well to know how your presentation will be judged.

Your presentation must adhere to the following:

- **5-10 minutes in length**
- **Include some kind of visual:**
 - poster
 - video
 - display
 - product
 - performance/demonstration
 - Power Point
 - Etc.
- **Be professionally dressed (or appropriately dressed for your demonstration or performance, etc.)**
 - No jeans, flip-flops, sweat pants, pajamas
- **Address the following questions:**
 - What was your project title?
 - Why did you choose this project?
 - What did you accomplish?
 - How did you accomplish these things?
 - What are some of the specific things you learned while doing this project?
 - What was one of the hardest things you encountered during this project?
 - What are you most proud of with this project?
 - How does this project relate to your personal and career goals?
 - What did you learn from your relationship with your mentor?
 - What would you do differently if you were to repeat this project?

**** Be sure to practice your presentation several times so you are comfortable with it.** Feel free to use note cards if they help you stay organized and on track. Talk with your advisor about ways to improve your presentation, or if you are having difficulty figuring out how to present your project.