

Colorado Graduation Guidelines Promising Practice

District/System	Greeley-Evans 6
School	University High School (public charter school)
Contact Information	
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Title of artifact	Senior Project Presentation Day Junior Volunteers Agenda – University HS
Type of practice	Communications

Brief description of artifact

This agenda outlines the timing and responsibilities relevant to junior volunteers on Senior Project Presentation Day.

Brief description of the process resulting in the artifact

University High School has required senior projects for over 20 years. University High School has five pathway diplomas, and the senior project is required for all. Last year they revised the requirement to include more accountability and consistent quality. Items were developed to communicate changes in the project requirement to specific audiences.

Types of practices in the CDE Graduation Guidelines Promising Practices collection:

1. Communications, such as announcements to school community and business community
2. Implementation process plans, such as strategic plans and timelines
3. Implementation tools connected to local graduation requirements, for instance:
 - o Testing implementation (ACT, AP, ASVAB, CMAS, IB, PARCC, SAT), such as classes and retreats, administration procedures and agreements
 - o Capstone implementation, such as instructions and samples
 - o Concurrent Enrollment implementation, such as classes and agreements
 - o Career/academic assessment implementation (e.g., ACCUPLACER, COMPASS, Work Keys), such as administration procedures and agreements
 - o Industry Certificates implementation, such as samples
4. Local graduation requirements aligned with state guidelines, such as board policies
5. Regarding students with exceptionalities
6. Other: _____

UPDATED
Senior Project Presentation Day
April 20, 2015

Agenda

- 10:40 School dismissed after block 7 for Seniors and Junior volunteers
- 12:00 – 12:15 **Junior Volunteer Greeters** arrive at front desk. Community volunteers check in, go to choir room
- 12:15 – 1:10 Volunteer training
- 1:00 **Junior volunteers go to choir room.** School dismissed after block 8 for grades 9 – 11.
- 1:15 – 1:35 Portfolio Review by teachers and volunteers in assigned classrooms
- 1:35 1st Presentation
- 1:55 2nd Presentation
- 2:15 3rd Presentation
- 2:35 4th Presentation
- 3:00 5th Presentation
- 3:20 6th Presentation
- 3:40 Teachers bring materials to the large conference room.

Responsibilities re: Junior Volunteers

Escort community volunteers to the assigned classrooms. Juniors are in the room to keep time for the 6-10 minute sessions, to record the presentations, and to bring in the speakers from the hallway. Timers will begin timing when the speaker begins to present, but only after the Lead Teacher establishes that the speaker and judges are ready. Timers will start the Google Timer and position the Chromebook so the student presenter can see the time lapsed. At the end of the presentations, timers will record total time of speech and report to the Judges. At the end of ten minutes, the timer is to say, "Time. Your ten minute period has ended. Thank you." Should the ten minute mark be reached before the speaker is finished, the Lead Teacher should instruct the speaker to stop. One Junior volunteer will video record the presentation with an Ipad, if the senior has given permission. Junior volunteers should step out to the hallway during committee deliberations.