

## Overview of Senior Exit Project

### **Rationale:**

- ▶ To encourage student self-evaluation and goal setting as seniors transition to higher education, to career/workplace, and/or to military service
- ▶ To provide formal resumé writing and interview experience
- ▶ To allow seniors to reflect on their Liberty Christian education and achieve closure to their high school experience
- ▶ To present community interviewers an opportunity to gain insight to the accomplishments of high school seniors as well as their hopes and plans for the future
- ▶ To provide the school with feedback regarding school improvement

### **Process:**

#### **●Letter of Application**

Students will fill out a letter of application for graduation by answering 10 application questions which show the maturity, depth, and readiness of the student to graduate high school.

Due Date: \_\_\_\_\_

#### **●Resumé**

Students will create a professional resumé that can be used after high school.

Due Date: \_\_\_\_\_

#### **●Community Service Project**

Students are required to participate in a minimum of 20 hours community service during their high school years. The student then is also expected to write an insightful reflection on the community service experience.

Due Date: \_\_\_\_\_

#### **●Portfolio**

Students will compile a portfolio of various papers, projects, and work samples from their high school years which show evidence of high school. Students will also take some time to write reflections or give a self-evaluation on these work pieces.

Due Date: \_\_\_\_\_

#### **●Speech and Interview**

Graduating seniors will be required to deliver a 3-5 minute formal speech about themselves then respond to selected questions in an interview (should last about 10 minutes) to a panel of teachers, administration, students, parents, community representatives, alumni, and church personnel.

Due Date: \_\_\_\_\_

#### **●Peer Review**

To demonstrate to our underclassmen the growth that takes place through the high school years, you are being asked to invite one Liberty freshman or sophomore student to attend your senior exit interview. This must be noted when you turn in your application materials. Underclass students are only permitted to be at **one** exit interview, so it is imperative to secure a commitment sooner rather than later.

Due Date: \_\_\_\_\_

*Name of Liberty freshman or sophomore who has agreed to be at your exit interview:*

\_\_\_\_\_  
(their name)

\_\_\_\_\_  
(the date)

\_\_\_\_\_  
(their signature)

#### **●Evaluation**

A score of at least 70 points out of 100 on the evaluation form is necessary for successful completion. Please also keep in mind that the senior exit project is worth 15% of your total grade in the class for the second semester. A graduation committee composed teachers, administration, students, parents, alumni, community representatives, church personnel, and school board members will decide whether or not the application, resumé, community service project, portfolio, and speech/interview are satisfactory or unsatisfactory. They will come to these determinations based on the attached rubrics. Your portfolio may also be evaluated by other groups for purposes of school improvement.

## Letter of Application

The letter of application for graduation is the beginning of the Senior Exit Project process. Please realize that real-world standards in business communications demand correct grammar and punctuation. Your readers are also looking for depth of answers.

The Letter of Application, typed, and addressed to the **Graduation Committee and with your name on the top**, should give evidence of growth, achievement, effort, and should indicate how Liberty Christian High School has prepared the student for life after high school. Remember *audience* and *purpose* as you plan and fill out the application. Please answer all of the following questions in order for your Letter of Application. Be sure to include the question as well.

*The following questions should be considered in-depth with thoughtful reflection, effort, and be answered in complete fluent sentences:*

1. Why are you ready to graduate high school?
2. How are you planning to be a valuable member of society post high school?
3. Describe at least one experience which has shaped your life as a young adult. This may include a hobby, extracurricular activity, job experience, or other personal experience.
4. Based on your overall high school experience, explain how you have grown as a person. (Think academically, socially, creatively, spiritually, and emotionally.)
5. Explain three things you learned about yourself during high school.
6. How did your level of participation in extra-curricular activities, school functions, and organizations affect your overall high school experience? Which activities, functions, or organizations were particularly important to you? Why? What did you learn from these activities, functions, or organizations that you will take with you into the next phase of your life?
7. What was the most valuable experience you had in high school? What was special about this experience? What kinds of things did you learn from this experience?
8. What advice would you give to incoming freshmen concerning how to succeed (or survive) in high school?
9. Explain how you have demonstrated successful mastery of Liberty's 3 ESLR's (Academic Achiever, Personal Growth, and Christ-like Behavior).
10. What level do you feel your spirituality is at as you potentially leave Christian education behind you?

## The Professional Resumé

Resumés are direct and utilize active verbs and direct language. With only one page in which to present your information, it must be persuasive and concise. The resumé must be typed and follow accepted resumé letter format. The resumé should include pertinent information about what you have accomplished. The information could be listed under the following suggested subheadings: **objective, personal information, skills/abilities, education/coursework, work history, activities, awards/achievements**. You are encouraged to use a resumé program to make your resumé stand out.

## The Community Service Project

The definition of volunteer or service is time spent helping others or helping the community, while not getting paid for it. In fact, the Bible says that Christians are to "...through love serve one another" (Galatians 5:13). In addition to a Christian duty to serve others, colleges often look at service projects students were involved in outside of school. You are being asked to participate in no less than 20 hours of community service during your high school years. A log showing documentation of the hours, including where they were spent, when they were done, what was being done, and an authorized signature from an adult at the event will need to be submitted as proof of completion of the hours. The hours can all be done at one service opportunity or may be split up among many. Community service can be a richly rewarding experience, so once all hours are completed, the senior is then being asked to reflect a minimum of two pages (typed, double spaced, size twelve, times new roman font) upon this experience. Talk more in depth about what exactly it was you did, why you chose it, but most of all, what you learned or gained from doing the community service. Once again this reflection should show depth of responses, and adhere to proper English conventions.

## The Portfolio

Students will compile a portfolio of various papers, projects, and work samples from their high school years which show exemplar work and/or work that was important to the student. It is crucial to start saving your work early. You can always decide later to not include items. Having too much to choose from is better than having too little. Students will also take some time to write reflections or give a self-evaluation on each of these work samples. A significant amount of time and effort in preparation and organization should be reflected in the final product. Simple scrapbooks or work samples without reflections would not be appropriate. All work samples must have a reflection after it. How you organize your portfolio is up to you, but some suggested ways would be: by years of school, by classes or departments, by grades, by assignment types, etc. Please place dividers between each section, and to supply a table of contents at the front of your portfolio. Reflections should immediately follow the work sample. It is suggested to show a variety of subjects and types of assignments for well-

roundedness. It is also suggested to have no less than 10 work samples, but you are encouraged to make this portfolio as large and complete as you desire to ensure the maximum amount of points for effort shown. As a reminder, edit carefully!

## **The Speech and Interview**

### **What it is:**

The complete speech and interview process will be no longer than **15 minutes**. Graduating seniors will be required to first make a 3-5 minute speech then respond to selected questions by the graduation committee's interview panel (which should take about 10 minutes). The questions are located in this packet or may also be based off of the speech itself.

### **Who will be there:**

A panel made up of teachers, administration, underclassman students, parents, community representatives, alumni, school board members, and church personnel.

### **When & Where:**

- This year's interviews are **May \_\_\_\_\_, 2011**
- They will be held in the church sanctuary.
- CLEAR YOUR CALENDAR FOR THE DATE/TIME YOU CHOOSE!!!

### **On the Day of the Speech/Interview:**

- Report to the interview site at least ten minutes prior to your interview time.
- Be dressed in attire appropriate for demonstrating to the public that you are indeed an adult who desires their respect.
- You should come prepared to
  - introduce and show yourself to be a professional adult from start to finish
  - talk about your life and portfolio components
  - answer questions about your high school career and your plans for the future

### **Helpful Hints:**

- Listen to what is really being asked
- Answer all questions that are asked of you
- Be mindful of what you say
- Be yourself and sincere
- Be friendly
- Be responsive
- Remember...The topic is you -- how can any answer be wrong?

### **Personal Preparation:**

#### **APPEARANCE**

As with all interviews you should dress in a businesslike manner.

#### **Clothing:**

Required attire for Males: Suit or dress slacks, dress shirt, and tie. Dark socks, dress shoes, hair neat.

Required attire for Females: A suit, professional dress, or slacks/skirt with a blouse. Nylons, dress shoes, hair neat.

#### **BODY LANGUAGE**

Introduce yourself to each panel member and shake their hands. Be sure to smile!

**Posture:** Stand/Sit confidently. You are presenting yourself, as a worthy candidate for graduation – be relaxed, yet display assurance – a little nervousness is good.

**Expression:** Smile to show friendliness, sincerity, and willingness to share with the panel.

**Eye Contact:** Face the panel. Include all of them as you answer questions. The panel is on your side! Do not fear them.

**Gestures:** Feel free to use gestures for emphasis, when appropriate. Avoid too many gestures or any that could distract from what you are saying.

#### **VOICE CONTROL**

Let your voice work with you to indicate readiness and maturity.

**Volume:** Talk loud enough for everyone to hear you.

**Pitch and Rate:** Avoid talking in monotone. Be sure to speak slowly to be understood.

**Articulation:** Nothing indicates a learned person any more than saying exactly what he or she wants to say. Choose the best words to explain. Avoid speech crutches. ("Umm", "Like", "You know;" "You see what I'm saying;" "Stuff;" and "You know what I mean.") Think before speaking. Use appropriate language and precise words.

**Emphasis:** Be enthusiastic and confident about your accomplishments. Emphasize those achievements you think best indicate the person you have become.

**Suggested Outline for Speech:**

**I. YOU**

- A. Name
- B. Tell us about yourself
  - 1. Your abbreviated life story
  - 2. Goals you had set for high school
  - 3. Highlights of high school
  - 4. Obstacles that were overcome during high school

**II. YOUR WORK** Core Subjects of work included in portfolio

- A. Share/Explain some examples of mastery of a mathematical situation/scientific concept/writing process skills/Historical event/Biblical foundation as represented by the work you included in your portfolio
- C. Discuss how some of your examples from either electives or extracurricular activities demonstrate something learned as well as real world benefits

**III. YOUR PLANS FOR THE FUTURE**

- A. State what you will be doing next year
- B. Share some goals that you are setting for your future

**IV. Conclusion**

- A. Closing Statement
- B. Thank panel for time
- C. Ask for questions (speech ends and interview begins)

**Possible Interview Questions:**

- What did you learn at Liberty Christian High School?
- What do you wish you had learned at Liberty Christian High School?
- Tell us about your future plans.
- Tell us about any special skills or abilities that you possess.
- What is your greatest strength/weakness? Explain.
- How do you balance work/school/home life/social activities/extra-curricular activities?
- Do you think the portfolio, speech, and interview process has been beneficial? Why?
- Tell us about one of the best experiences you had at Liberty Christian High School (class, activity, situation).
- After you graduate, how do you plan to contribute back to the community?
- Why did you choose the samples you did for the academic accomplishment section?
- Do you think that you are ready for life after high school? Why?
- How has your family contributed to your educational needs?
- What has been your most embarrassing moment at Liberty Christian High School?
- What do you do with your spare time?
- What was it like to be \_\_\_\_\_? (Concerning something you were involved in at Liberty.)
- During your high school career, which teacher influenced you the most?
- Looking back at your high school years, of what one thing are you most proud?
- What subjects have benefited you the most? Why?
- If you could change one thing about your high school years, what would it be?
- Do you have any advice for underclassmen?
- What different types of community service did you participate in during high school?
- Did you enjoy high school? Why or why not?
- How has your time at Liberty Christian High School affected your future plans for a career?
- How or why did you decide on \_\_\_\_\_ as a future career?
- Do you have a role model? Who and why?
- What have you learned through your community service?
- What are you most nervous about in life after high school?
- Select a book that you read during high school that made a profound impact on you or provided new ways of understanding.
- Select the piece of writing from your portfolio that best represents your idea of proficiency. Explain your choice.
- What are the courses you would have liked to have taken at Liberty Christian High School that weren't offered and why?
- If you could change something about Liberty in the hopes that ultimately it would make the school a better place, what would that be?
- What era of history interests you most and why?
- What kind of cause would you stand up for and why?
- What elements of your upbringing have shaped the person you have become?
- What challenges do you think today's youth faces?
- How strong do you feel your spirituality is at this crucial point of your life?

## **Senior Exit Project Scoring Guides**

### **Letter of Application**

(15 points possible)

- 15 pts. Purposeful and insightful, maximum effort shown, no noticeable writing errors
- 13 pts. Purposeful and insightful, maximum effort shown, noticeable writing errors
- 11 pts. Purposeful and insightful, no noticeable writing errors
- 9 pts. Purposeful and insightful, noticeable writing errors
- 6 pts. Only some purpose or insight
- 3 pts. No purpose or insight
- 0 pts. Not received by due date

### **Resumé**

(10 points possible)

- 10 pts. Well done
- 7 pts. Average
- 5 pts. Lacking
- 0 pts. Not received by due date

### **Community Service**

(15 points possible)

- 15 pts. For completing 20 or more hours of community service and providing an insightful reflection on the experience
- 12 pts. For completing 20 or more hours of community service and providing a reflection on the experience
- 9 pts. For completing 15-19 hours of community service and writing a reflection
- 7 pts. For completing 10-14 hours of community service and writing a reflection
- 5 pts. For completing 5-9 hours of community service and writing a reflection
- 0 pts. For completing less than 5 hours of community service or for not writing a reflection

### **Portfolio**

(25 points possible)

- 25 pts. Excellent/maximum effort shown
- 21 pts. Good
- 18 pts. Competent/Above average
- 15 pts. Adequate/Average
- 10 pts. Developing
- 0 pts. Not received by due date

### **Speech/Interview**

(30 points possible)

- 30 pts. Excellent speech/interview skills
- 25 pts. Competent/Above Average speech/interview skills
- 20 pts. Adequate/Average speech/interview skills
- 15 pts. Developing speech/interview skills

### **Peer Review**

(5 points possible)

- 5 pts. for having a frosh/soph reviewer
- 0 pts. for failure to secure a reviewer

• Total points = 100

Score: \_\_\_\_\_/100

Please note that the Senior Exit Project Graduation Committee will be assessing all components of this project. When an area of this project has multiple assessors then the grade in that area will be averaged out.