

Central Academy High School



**Senior Project
2009**

Table of Contents

Project Prompt and Plagiarism Acknowledgment.....	3
Project timeline.....	4
Proposal Guidelines.....	5
Revised Proposal Guidelines.....	6
Source Requirements.....	7
Sample note cards.....	8
Website validation.....	9
NoodleTools.....	10
Multiple Viewpoints	11-12
Graphs and Charts.....	13
Technical paper directions.....	14-15
APA helpful hints.....	16
Proposal Paper Checklist.....	17
Turn It In directions.....	18
PowerPoint Rules.....	19-20
Dress/grooming guidelines.....	21
Project Rubrics.....	22-26

Senior Project 2009

As part of your semester grade in English 12B and Government 2, you will be expected to:

1. **Research** a current local, state, or regional policy
 - o history, development, causes/effects, current situation, and multiple viewpoints
2. Develop a focused **research question**
3. **Recommend** changes to or continuation of the policy backed by research
4. Write a **professional memo** outlining your project
5. Take notes using **note cards**
6. Create an **annotated bibliography**
7. Write a **technical paper** using APA style
8. Write an **abstract**
9. Submit paper to **Turn It In**; print and turn in the originality report from the site
10. Create a **PowerPoint** summarizing the paper
11. **PRACTICE PRESENTING!!!!**
12. **Present orally** to a panel

This project is worth **25% of your semester grade**. If you fail any piece of the project, you must redo it until you reach proficiency. **CAREFUL...** You will NOT be allowed to present your project unless EVERY piece of the project has been turned in with a proficient score. Also, if you fail to show up for your presentation without administrative approval, you will NOT be allowed to make up your presentation. In other words, not showing up could result in a failing grade in both English 12B and Government 2, affecting your graduation.

Your topic should be one in which you are interested, one that has a clear tie to governmental policy, one about which you can find adequate information, and one that has a potential for multiple viewpoints. Following the suggested timeline and staying focused on your subject will ensure you successfully complete this project. Most of the work will be done in class. However, there may be some assignments that can be done outside of class (for instance, attending a city council meeting or school board meeting, conducting a personal interview, etc.). Students who work outside of class may receive a higher grade. Your completed paper is due March 5, 2009; the **final project (paper and PowerPoint) is due Dec. 4, 2009**. Your oral presentation is **Dec. 16, 2009**. Plan accordingly.

PLAGIARISM STATEMENT

I understand the definition of plagiarism. I understand that I must correctly cite my sources both in the paper and in the References page. I understand that no quotation may be longer than 3 typed lines without permission from my teacher. I understand that plagiarism is cheating and is subject to district and school policies for cheating: I will receive a "0" for my paper, a discipline referral for cheating, and my parents will be notified.

Student signature

Date

Projected Timeline

DUE DATES	WHAT IS DUE?
Oct. 26-29	Topic Selection
Nov. 9-13	<ul style="list-style-type: none"> -Conduct preliminary research -Topic Approval due Nov. 11 -Research question due Nov. 13 -Submit a professional memo due Nov. 13
Nov. 16-20	<ul style="list-style-type: none"> -Annotated bibliography due on Nov. 17 -Two charts or graphs due Nov. 17 -Note cards due Nov. 20
Nov. 23-25	<ul style="list-style-type: none"> -Rough draft of paper due Nov. 25 -Begin PowerPoint
Dec. 4	<ul style="list-style-type: none"> -Final paper due Dec. 4 -Rough draft of PowerPoint due Dec. 4
Dec. 8	<ul style="list-style-type: none"> -Final PowerPoint Due -Storyboards Due
Dec. 16	PRESENTATIONS

Proposal

Central Academy High School

Memo

To: (Type Kim's name)

From: (Type your name) (hand-write your initials after you have completed and printed the memo)

CC: (Type Tina's name)

Date: (Type the date)

Re: (Your topic)

Body of the memo

Paragraph 1: Explain what policy you are researching and why you are interested in the topic.

Paragraph 2: Explain the key points of the policy. Which government agencies are involved in the implementation/enforcement of the policy?

Paragraph 3: Explain why the policy is a valid topic for research. What are the problems you see with the policy? What controversy currently surrounds the issue?

Paragraph 4: What staff member will you use as a mentor? Have you asked the staff member? How often will you meet with your mentor?

Paragraph 5: What is your viewpoint toward your subject right now?

Source Requirements

YOU NEED AT LEAST 10 SOURCES FOR THE SENIOR PROJECT

- 2 Graphs and/or Charts (Government)
- **EIGHT** sources from the school approved databases
 - Websites must be from
 - .edu
 - .org
 - .gov
 - All (.com) websites **must be approved** by BOTH Kim and Tina

DIRECTIONS FOR ACCESSING DATABASES

1. Go to the CAHS website.
2. Click on LIBRARY from the left-hand menu.
3. Click on LIBRARY CATALOGUE
4. Click on ANY of the RESEARCH DATABASES. For help narrowing your topic, see Pam (librarian), Kim, or Tina.

YOU CAN ACCESS THESE DATABASES FROM HOME

1. Follow the above directions until you get to the databases.
2. You will need passwords for the following databases.
 - a. Ebsco:
 - i. Login: meridian
 - ii. Password: smart
 - b. eLibrary:
 - i. Login: meridian
 - ii. Password: bigchalk
 - c. Gale:
 - i. Password: smart
 - d. Proquest:
 - i. Login: meridiansd
 - ii. Password: welcome

Sample Note Cards

Source Card (GREEN)

A

Newspaper article called “Stop the insanity.”

(Write an abbreviated title so you will be able to remember where you got the following information.)

Informational Note Card (WHITE)

A1

**-Childhood obesity has risen 20% over the last 50 years.
(Include page numbers or paragraph location)**

(On these cards, you should write a summary of what you read. It should be in your own words. Limit one fact or “like” information per card.)

Additional Informational Note Card (WHITE)

A2

**-Schools are adding PE credits to help
(Include page numbers or paragraph location)**

Website Validation

(How to know if you should use a website)

URL Address: _____

- Who is the author/organization of the site?
- What makes the author qualified to have a website? What credentials does the author have?
- How can you reach the author/ organization if you need to (email, address, phone, etc)? Write the information here:
- What sources does the site have for where they got their information? What links does the website provide to verify the information on the site?
- Is the site error free?
- When was the site last updated?
- What is the publication or copyright date?
- Is the website biased? What is the bias?

EVERY question must have an answer in order for the site to be validated.

IS THE SITE VALIDATED?

YES _____ NO _____

NoodleTools

USING NOODLETOOLS.COM TO CREATE A REFERENCES PAGE

- Go to www.noodletools.com
- Click on "Current User Sign In"
- Click on the "Create a Personal ID"
 - You are using a subscription tied to our school library. It should be already marked. Click "Register."
 - Our school name is "centralacademy"; password is "tigers." Click login or continue
 - You are a student. Your "Personal ID" is your student ID number; your password is your 6-digit birthdate (just like your school login and password); the phone can be the school number: 4325
 - Click on "Register"
 - Click on "Create new list."
 - Click on APA Advanced. Title your folder "Senior Project 2009" (you can have other folders for more than one class if you wish)
 - Choose the type of source from the drop down menu and hit "Go."
 - Fill in the blanks. **FOLLOW DIRECTIONS CLOSELY!!!!** Noodletools does NOT check spelling errors or capitalization. You do NOT need to put in any punctuation, except in web site URL addresses (It's a good idea to copy these addresses to a word file with a brief title of the site—then when you create your References entry, you can just copy and paste directly into Noodletools).
 - If the blank space has an asterisk (*), you MUST have that information.

Once you have created your account and folder, you only need to login at www.noodletools.com under "Current User"

To print from Noodletools:

- From your list select "Print"
- Select "Export and Print"
- Click on "click here" link
- Click on "Open" in the dialogue box
- Click "Print"
- Copy and paste as the last page of your paper

Check the directions for an APA references page and make sure everything is correct!!

THIS IS AN EXERCISE IN PAYING ATTENTION TO DETAIL.

Multiple Viewpoints

Find at least one group or individual who **supports** the policy; find at least one group or individual who **opposes** the policy.

Group #1: _____

What is the position?	
Reasons behind the viewpoint?	
Positives of the viewpoint.	
Negatives of the viewpoint.	

Group #2: _____	
What is the position?	
Reasons behind the viewpoint?	
Positives of the viewpoint.	
Negatives of the viewpoint.	

Graphical Support

You are expected to find TWO graphics (graphs, charts, political cartoons, etc.) that relate to the policy. Copy and paste the graphics into your paper and PowerPoint (one graph per slide). A complete explanation of how each graphic relates to the policy is included in your paper; you will explain the connection during your presentation. Make sure you COMPLETELY UNDERSTAND what the graphs/chart means, as your panel may ask questions.

- 1. Interpretation of the **first** graph/chart.

- 2. Interpretation of the **second** graph/chart.

Print out both graphs/charts and staple them to this page and **TURN IN.**

Setting Up the Technical Proposal Paper

- Click on “Page Layout”
- Click on “Margins”
- Select “Normal”
- Click on “Home”
- Click on the double-arrow icon in the “Paragraph” section
- Click on “2.0”
- Hit “Enter” twice
- Type **in upper and lower case** the words Running head:
- Type **in all caps** an abbreviated title of your paper
- Hit “Enter” three times
- Click on the “Center” alignment icon
- Type the full title of your paper **in upper and lower case**; hit “Enter”
- Type your full name; hit “Enter”
- Type your school name
- Click on “Insert”
- Click on “Header”
- Click on the top choice for styles
- Click on the “Page Number” icon with the number sign in it (on the left)
- Click on “Top of Page; Plain Number 3”
- Type your Running Head **in upper and lower case** and put 5 spaces
- Double click below the header line
- Begin a new page (CTRL + Enter)
- Hit “Enter”; click on “Center” icon and type “Abstract” (in upper and lower cases, but don’t use quotation marks)
- Begin a new page (CTRL + Enter)
- Type “Policy Identification and Explanation” (in upper and lower cases, but don’t use quotation marks); hit “Enter”
- Type “Policy History/Background” (in upper and lower cases, but don’t use quotation marks); hit “Enter”
- Type “Current Situation” (in upper and lower cases, but don’t use quotation marks); hit “Enter”
- Type “Differing Viewpoints” (in upper and lower cases, but don’t use quotation marks); hit “Enter”
- Begin a new page (CTRL + Enter)
- Type “Policy Recommendation” (in upper and lower cases, but don’t use quotation marks); hit “Enter”
- Begin a new page (CTRL + ENTER)
- You will copy and paste the Noodletools References page

Your paper is now formatted correctly. All you have to do is place your cursor in the correct section, make sure the right-alignment icon is highlighted, and begin writing. ☺

Sections of the Paper

ABSTRACT

- **This is the last piece of your paper; do not write the abstract until you are finished with your paper**
- Copy and paste the first line from the policy that begins “The purpose of this paper...”
- Find a supporting sentence from the history/background section; copy and paste
- Find a supporting sentence from the current situation section; copy and paste
- Copy and paste the sentence that states your recommendation
- The abstract is **no longer than 120 words**

POLICY IDENTIFICATION and EXPLANATION

- State the purpose of your paper: The purpose of this paper is to research.....
- State the law or policy including the source (Congress, Idaho State Statutes, Central Academy). Identify the policy and the governmental agency or agencies involved
- Explain the key points of the policy including definitions of terms, penalties, etc.

HISTORY/BACKGROUND

- Discuss the history **of the policy**: Why does the policy exist? Which political party or parties or governmental agencies or individuals were involved in the creation of the policy? When was the policy created?
- Make sure this section **thoroughly** traces the history of the policy, not the issue.

CURRENT SITUATION

- Explain the current policy situation.
- What are the effects/outcomes of the policy?
- Identify and analyze the factors that impact the policy.
- Identify and analyze data relevant to the current situation (this might be a good spot for the graphs or charts).
- Discuss any current legislation or citizen action aimed at the policy.

DIFFERING VIEWPOINTS

- Objectively explain and analyze two or more viewpoints: Who supports the policy and why? Who opposes the policy and why?
- **Compare and contrast** viewpoints.

POLICY RECOMMENDATION

- Use research to support your recommendation concerning the policy.
- How does the recommendation address the current situation?
- Is the recommendation **politically and economically feasible**?

The rough draft of your paper is due **Nov. 25.**

Your final paper is due **Dec. 4.** Late papers will receive a **MAXIMUM** of 70%.

APA Helpful Hints

	APA
Margins	1" all around
Title Page	Includes running head, author's name, school, date, header
Spacing	Double throughout
Running Head	Abbreviated title of paper
Header	On every page (running head and page number)
Heading on first page of text	NONE
Source page titled	References
Short quotations	Quotation marks; author, date of publication, p. and numeral (use commas between)
Long quotes	Over 40 words, block 5 spaces; no quotation marks; document same as short
Executive Summary	Page two of paper; less than 120 words
Multiple authors	Use et. al after 6
Type style	Serif in text; san serif in figures, tables, etc.
Capitalization of sources	Only the first word and proper nouns
Internal parenthetical documentation	For ALL information not writer's original thoughts
Attribution tags	Good idea
Appendixes	If needed at end; for explanations, clarification, graphs, etc.
Italics or underlining	Italics preferred
Author names in references	Complete last, first initial; other authors listed in traditional order

Senior Project Paper Checklist

As you correct and revise your paper, make sure

- Any information not your own is properly documented
- What is documented in the paper is listed in the References page
- Each source in the References page has a corresponding citation in the paper
- Blocked quotes (over 40 words) are properly documented
- Direct quotes under 41 words have quotation marks and proper documentation
- The paper has at least one graph or chart
- Graphs are explained fully, labeled, and connected to your research
- Graphs and charts are documented
- Numerals are not used at the beginning of a sentence
- No sentence begins with “So” or “Well”
- Any red or green lines (courtesy of Word) in the paper are checked and corrected as needed
- Any lines with check marks in the margin (my editing) have been corrected as needed
- Sufficient data supports your proposal
- All parts of the paper are properly set up
- The text in each section is aligned left; paragraphs are indented
- Turn It In! report has been printed (p. 18 in the project booklet)

When you have checked off all the above, turn in your corrected paper WITH the paper I returned to you, the old grading sheet, and the Turn It In! report.

Turn It In-Plagiarism Check

As part of your assignment, you must submit your paper to a plagiarism prevention program. You will create your own account as a student in this class and upload your paper. You will be able to see how much of your paper has been copied from other sources; this gives you a chance to make sure you have cited your sources adequately.

- Go to www.turnitin.com
- Click on “New Users” in the upper right corner
- Select “Create a user profile” (link #2 under “New Students Start Here” section)
- Use the following class ID numbers and passwords
 - First Period: 1456816; password: English12B
 - Second period: 1456864; password: English12B
 - Third period: 1456866; password: English12B
- Type in you’re your first and last names
- For your email address, use your last name and first initial @ bogus.com (we don’t really need an email, since you can access and print your report directly from the site)
- Use English12B as your password
- Choose a secret question and answer it
- Click on “I agree- create profile”
- That’s it; you can login to Turnitin to submit your paper or logout and submit later

To submit a paper (**DO NOT SUBMIT A PAPER UNTIL IT IS APPROVED FOR SUBMISSION**)

- Go to www.turnitin.com
- Login with your email address and password
- Click on your English class
- Click on the “submit” icon to the right of the Senior Project Paper assignment (Green arrow)
- Type the title of your paper and hit the “Browse” button to find it on your file; double-click
- When you have it located, hit the “submit” button
- Check to make sure it is the correct paper and hit “Yes, submit”
- Log out (red button at the top)
- Your paper will be examined and a report generated

To View and Print your report

- Go to www.turnitin.com and login
- Click on your English class
- You should see your paper title and name
- Click on the colored % box under “Contents”
- You will see a color-coded copy of your paper along with the web sites or other printed material from which your paper MAY have been plagiarized. This is a great way to check to make sure you have properly documented everything!!
- Click on “Print Report”
- Submit this report with your final paper

PowerPoint Rules and Hints

After viewing “Death by PowerPoint” answer the following questions.

- 1) What should a good background look like?
- 2) What size should the font be?
- 3) What color should the font be?
- 4) What font styles are best?
- 5) What are the font do's?
- 6) What are the font don'ts?
- 7) How could the font be used to help make the presentation stronger and more appealing?
- 8) What is a good use of pictures and graphics?
- 9) How should sound be used?
- 10) What is the 7 X 7 rule?

PowerPoint Specifics

Suggested Order and Number of Slides

Slide 1	-Title of project -Student name -Year
Slide 2	-State the law or policy -including the source (Congress, Idaho State Statutes, Central Academy); briefly summarize the key points
Slide 3	-Introduction/hook the audience -May use a personal story or one you find
Slides 4-6	-Three slides of history and background of the policy
Slide 7	-Current Situation
Slide 8-9	-Viewpoints (one per slide) -include their opinion -Discuss the similarities and differences
Slide 10-11	- Graphs and Charts(one per slide) - WITH documentation
Slide 12-13	-Policy Recommendation -Outline your reasoning behind your recommendation
Slide 14	-Conclusion Slide -Restate the main points of the presentation and your recommendation

Printing an outline of your presentation:

1. Under FILE, click on PRINT to pull up the print screen.
2. On the lower left-hand side of the screen, under PRINT WHAT, choose HANDOUT.
3. Then choose GRAY SCALE under color
4. Click on PRINT

Dress Guidelines

NO BOOBS, BUTTS, OR BELLIES

Guidelines for guys	Guidelines for girls
Collared, button-up shirt and tie- NO EXCEPTIONS	Professional shoes
Belt	No strappy heels
Shirt tucked in	No short skirts/shorts
Suggested pants-Dickies, khakis, Dockers	School appropriate, sleeved shirts
No tennis shoes	No jeans
No jeans	No holes, stains, or frays in pants
No holes, stains, or frays in pants	No baggy pants
No baggy pants	No tee-shirts or sweatshirts
No shorts	
No tee-shirts or sweatshirts	

Grooming Guidelines

- Shower
- Use deodorant
- Wash hair
- Hair should be neatly fixed and out of face
- Wear little to no cologne
- Keep make-up light
- Shave/groom facial hair
- Wear little to no jewelry
- Take piercings out
- Cover tattoos

