

Senior Project Work-Day Agenda

9:00-9:30 – Portfolio Binder Final Information

- Journal and time log –you need at least 18 journals by May 8– Make sure they are published on your weebly. Write more journals over the next week, one on what you accomplished today, at least one on working on your PPT, at least one on recording your speech, and one on final thoughts. I will be checking them over the next couple weeks and will let you know if you need to make corrections. Please proofread to make this process go much easier. If you need to, make corrections on them, print them off and put in binder before turning it in. We will have to get in touch, so we can meet for you to hand in your finished binder on May 8.
- Senior Experience Final Reflection – (should be in your Sr. Project folder on the Share Drive) – I will look them over and get them back to you. Check to see if you need any corrections before printing. Then right before you turn your binder in, add up your total hours logged and fill it in on your reflection, print it off and put in your binder.
- Time log up to date with at least 40 hours logged (I might be a little lenient with this due to our current school situation), printed off and put in binder before turning it in on May 8th.
- Write Thank you letters to your Specialist Mentor and the White Lake School Administration and Board of Education. – Email a copy to me and I will proofread them and then let you know if you have any corrections before you print and send. You will print two copies of each, one to send and one to put in your binder. Don't forget to sign your signature with pen. You will mail your own thank you to your mentor and mail it on your own. You will give me your second copy of your thank you to the WL School Board and Administration so I can give them to Mr. Schroeder for the next school board meeting.

9:30-10:15 – Portfolio Guidelines

- Refer to Portfolio Guidelines handout to create Table of Contents (if you haven't already) and to see the order that items go in your binders.
- Cover Sheet – Refer to the Portfolio Guidelines handout. Print two – one for the cover of your binder and one for the first sheet inside your binder.
- **Completed Binders due – May 8, 2020** – Make arrangements to turn in to Mrs. Nightingale at the school that day.
- Print off your pictures (about 4 pictures per page) and put in your binder in the Other Evidence tab. That is also where all your receipts go if you have any.

10:15- 11:00 – Presentation Guidelines

- Go over handouts on presentation requirements, presentation outline, presentation rubric, etc.
- Work on Individual Presentations (PPT)
- Go over steps to record narrations.
- Go over steps to animate everything.
- Go over steps to save as PPT and again as an MPEG-4 video.