

Responsibilities of Participants

Students

1. Confer, as needed, with classroom teacher, teacher advisor, and mentor.
2. Meet with mentors at least 15 hours during the school year.
3. Meet with Teacher Advisor at least three times each nine weeks.
4. Identify a topic related to a specific career cluster.
5. Secure parental and school approval for the topic.
6. Tentatively identify a product to build or produce which will serve the school or community.
7. Select a mentor, a career/technical person in the community, and secure his or her approval as well as parental and school approval.
8. Secure parental and school approval for the product.
9. Write a letter of intent to the Advanced Seminar Committee at your school.
10. Develop a timeline for completion of all components of Advanced Seminar – research paper, product, portfolio, and oral presentation.
11. Conduct research by using print and electronic media and interviewing knowledgeable people.
12. Keep a journal or a learning log to document all procedures, progress, and steps including dates, time spent, status reports, and other tasks.
13. Assemble a portfolio of all journals, plans, and learning experiences.
14. Get the Advanced Seminar Committee at your school to approve any changes in the project.
15. Write the research paper.
16. Create/construct the product.
17. Complete the portfolio.
18. Create two PowerPoint presentations. One should serve as an introduction of you and your interests and the other should describe and document your product.
19. Prepare for the oral presentation.
20. Present the research and the product in an oral presentation to the evaluating committee and respond to questions.
21. Write a thank-you letter to each person involved in your Advanced Seminar project, including your mentor, teacher advisor, and the evaluating committee.
22. Request letters of recommendation from the community members involved in your project (i.e., mentor). These letters will be helpful in pursuing employment and further education.
23. Complete online student survey.

Community Mentor

1. Assist and advise the student on the technical aspects of research.
2. Review the first draft of the student's research paper and suggest revisions.
3. Review the completed research paper in terms of content.
4. Approve product selection in coordination with school personnel.
5. Serve as a resource to the student in all stages of product development.
6. Review the product.
7. Advise the student in planning his or her oral presentation.
8. Support the student at his or her oral presentation, if possible.