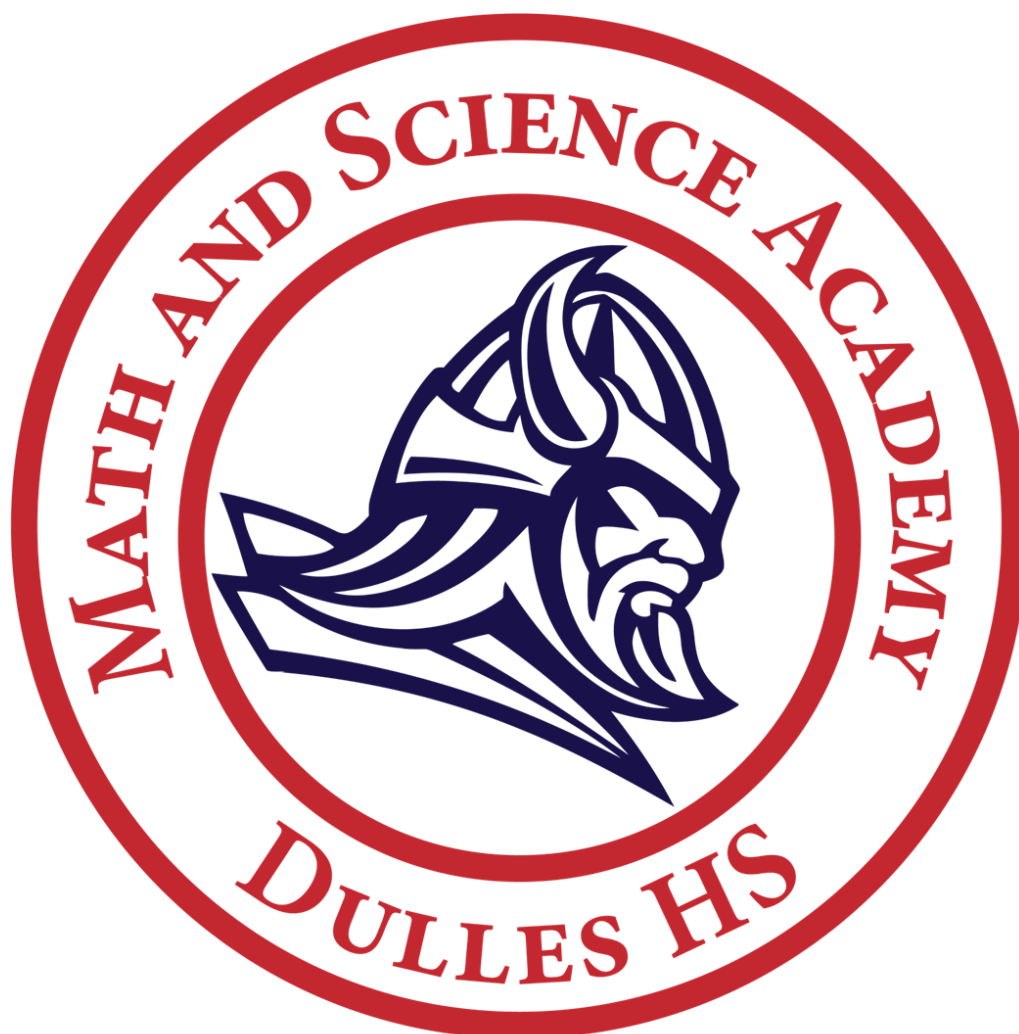


Dulles High School
Math and Science Academy
Graduation Project



September 2, 2016

Dear Academy Student and Parent:

All students in the academy are required to complete one (1) graduation project. Students may choose from a variety of options:

1. Work experience (internship, volunteer, job, etc.)
2. End of year project through a school course
3. Attend a pre-approved summer camp
4. Place 1st, 2nd, or 3rd at a science fair outside of DHS
5. A pre-approved independent project

Students will need to:

1. Complete the attached graduation project request form and return to the Academy Coordinator.
2. Complete a portfolio and a poster and present both during the project presentation. Dates will be determined by the academy coordinator.

Your request will not be reviewed until it is complete.

A complete request will have no blank spaces and will include the following:

1. Graduation Project Request Form.
2. (For the Work Experience Option ONLY) Acknowledgement of Responsibility and Permission for Student Participation form.

You will be notified of the academy's approval or denial on or before the end of the academic school year.

Sincerely,



Brian Tucker
Dulles High School
Coordinator, Math and Science Academy

Dulles High School
Math and Science Academy Graduation Project

Prerequisite Experience:

The student must complete a graduation project request form to be considered for a graduation project.

Graduation Project Options:

The student will either:

- Complete a minimum of 40 hours of work at a math, science, engineering, or computer science location. The student must:
 - Complete the 40 hours on their own time
 - Complete the 40 hours as part of a paid or an un-paid experience
 - Complete the 40 hours during the semester in which you applied (i.e. all hours must be completed by the last day of the semester or by the end of the summer before school begins in the fall)
- Complete an end of the year project through:
 - SRD
 - GT Mentorship
- Attend a pre-approved summer camp in the areas of:
 - Math
 - Science
 - Engineering
 - Computer science
- Receive a 1st, 2nd, or 3rd place award at a science fair outside of DHS
- A pre-approved independent project
 - Must receive approval through a face to face meeting with the academy coordinator
 - Must be a math- or science-based project

Requirement:

A final portfolio must be received in order for the graduation project to be considered complete. The portfolio requirements are detailed on the attached page. The portfolios will be presented during the academy fair – one at the end of the fall semester and one at the end of the spring semester. The dates will be determined by the Academy Coordinator.

Dulles High School
Math and Science Academy Graduation Project Request Form
(Please print or type all information)

Personal Information:

Name: _____ ID#: _____ Class of 20__

E-mail address: _____

Graduation Project Option: (Choose one)

- Complete a minimum of 40 hours of work at a math, science, engineering, or computer science location.
- Please check this box if you completed your experience through a booster club internship. (skip a, b, and c, below)

(Please initial on each line)

____ a. I will complete the 40 hours on my own time.

____ b. I will be paid/unpaid (circle one) for this work.

____ c. I will complete the 40 hours during the fall/spring/summer (circle one) semester.

____ d. I found my organization and it is:

Company Name: _____

Company Address: _____

Contact Person: _____ Phone #: _____

Email Address: _____

- Complete an end of the year project through a course.
The course that I am currently enrolled in is: (select one)
- Scientific Research and Design
- GT Mentorship

- Attend a pre-approved math, science, engineering, or computer science summer camp.
The camp that I am attending is:
- Camp Name: _____
- Camp Address: _____
- Camp Website Address: _____
- Dates of Camp: _____

- I received 1st, 2nd, or 3rd place at a science fair outside of DHS
The science fair that I attended was:
- Science Fair Name: _____
- I received _____ place.
- Contact Person: _____
- Phone #: _____
- E-mail Address: _____

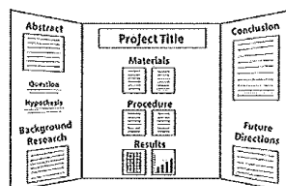
- Complete a pre-approved independent project
- Project Title: _____
- My meeting with the academy coordinator to receive approval is/was on: _____

Dulles High School
Math and Science Academy Graduation Project

The Portfolio

The portfolio is the end product for the graduation project. The portfolio showcases your experiences and your learning through the experience. The portfolio is a professional-looking product and **must** include the following items:

1. Title Page
2. Table of Contents
3. Resume
4. Student evaluation paper and journal.
 - Journals should be kept on a daily basis in order to help better track your experience. This will be a personal informal collection of notes from the student's perspective. Journals will be collected and reviewed with the student paper.
 - The student evaluation paper is a typed summary of the experience. Your paper should be between four and eight pages, double spaced using either Times New Roman, Arial, or Calibri font (no larger than 12 point). The reader is supposed to learn what it's like to complete this same experience. Be sure to describe the day to day experience. The paper should include the following elements:
 - A. Overview of the experience
 - The student should begin with an overview of the entire experience, noting the things the student experienced and/or learned during his/her time in attendance. This overview should include not only skills or new information learned, but also things student learned about him or herself or the world of math and science in general.
 - B. Sample of work
 - The student must include a sample of the work performed during the course of the work experience. These examples can be written descriptions, a video of your work (DVD or webpage), or any form of media (charts, graphs, pictures, sketches) in which your efforts are demonstrated. The student should include in the written paper an explanation of what he/she actually contributed to the work sample.
 - C. Real world connections
 - The student should discuss what he/she learned while in attendance in conjunction with what he or she has been learning in the classroom. Discuss the consistency of the two as well as the differences between real life and classroom information.
 - D. Management Evaluation
 - The student should evaluate the rigor and caliber of the experience. Include in this evaluation the strengths and weaknesses of those in supervisory roles and your colleagues. You should also discuss the things you would want to do, same or different, if you were in charge. This is important because it helps us better understand the experience and evaluate the value of future students attending that program.
 - E. Recommendation
 - The student should evaluate the overall experience, pointing out what was enjoyed and what the student would have changed (regarding the performance of his/her duties). Here the student can make recommendations for future students interested attending this program.
5. (For Internships and Volunteer Experiences ONLY)
 - Thank you letter to employer.
 - A. Upon completion of the experience, the student will write a thank you letter to the employer. This letter must be written and mailed within three days of the last day of the experience. Use a business letter format. The letter must be typed. Include a copy of the thank you letter you sent in this section.
 - Employer evaluation.
 - A. The employer evaluation is a form that allows the employer to critique the accomplishments and professionalism of the student. It is the student's responsibility to submit the evaluation to their employer. It is the student's responsibility to make sure the evaluation is in on time. Include a copy of the evaluation form in this section.
6. Posterboard.
 - The student should display important components of the experience. The poster should be set up on a three-panel display board that unfolds to be 36" tall by 48" wide. The student will want to include important facts about their experiences as well as possibly photos. Below is a sample of how a student might set up their posterboard. Please note that each student will most likely have differing section titles.



Dulles High School
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**THE NEXT PAGES
ARE ONLY REQUIRED
FOR STUDENTS COMPLETING
A WORK EXPERIENCE**



STUDENT ID# _____

ACKNOWLEDGEMENT OF RESPONSIBILITY AND PERMISSION FOR STUDENT PARTICIPATION IN SCHOOL SPONSORED ACTIVITY.

Student Name: _____

School sponsored trip to: Academy Work Experience

Your child has the opportunity to participate in a school-sponsored trip. Please complete this form to provide the teacher accompanying the student on this trip with information relating to your child.

Teacher: MR. TUCKER Date: _____

List any physical limitations (temporary or permanently): _____

List any current medications (prescribed or over the counter) taken: _____

List any allergies including reactions to medications, food, insects, and environment: _____

Name of child's physician: _____ Phone: _____

Insurance company: _____ Phone: _____

Policy Number: _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

My signature below indicates that I give my child permission to participate in this activity, to have any medications administered that would normally be given at school, and that I authorize any needed emergency medical treatment. I also acknowledge that I have been informed that Fort Bend Independent School District has immunity from liability. Transportation will be provided by the District or a commercial carrier.

Parent Signature: _____ Date: _____

Address: _____

Home Telephone: _____ Cell: _____ Work: _____

Emergency contact person: _____ Phone: _____

Dulles High School
Math and Science Academy Graduation Project
(Only for those students completing the work experience option)

Student Work Experience Evaluation Form
(To be completed by the student's supervisor)

Student Name: _____

Company/Organization Name: _____

Supervisor Name: _____

Please complete the following sections and please discuss your evaluation with the student.

1. Summarize the areas where the student showed strength and any outstanding skills the student exhibited:

2. Summarize areas where the student can improve:

3. Would you consider this student for employment?
Why or Why Not?

4. Use the table below to rank the student on the qualities listed based on your interactions with the student

| | Not Applicable | Unsatisfactory | Neutral | Satisfactory |
|-------------------------------|----------------|----------------|---------|--------------|
| | NA | 1 2 3 | 4 | 5 6 7 |
| Relationship with clients | | | | |
| Relationship with supervisor | | | | |
| Relationship with other staff | | | | |
| Dependability | | | | |
| Meets deadlines | | | | |
| Appropriate attire | | | | |
| Attitude | | | | |
| Acceptance of criticism | | | | |
| Hard-working | | | | |
| Works well as part of a team | | | | |
| Follows instructions | | | | |
| Ability to think critically | | | | |
| Ability to work independently | | | | |
| Ability to solve problems | | | | |
| Oral communication skills | | | | |
| Written communication skills | | | | |
| Behaves ethically | | | | |
| Self-awareness | | | | |
| Knowledge of field | | | | |
| Intake skills | | | | |
| Interviewing skills | | | | |
| Assessment skills | | | | |
| Case Management skills | | | | |
| Use of community resources | | | | |

5. Was this internship beneficial to your organization?
Why or Why not?

6. Would you accept another intern from the Math and Science Academy?

7. Do you have any suggestions for improving our internship program?

Supervisor's Signature: _____

Date: _____