Dulles High School
Math and Science Academy
Graduation Project

Volunteer Experience –
Math or Science Related Organization
(Option 4)
Prerequisite Experience:
The student must complete a student profile (application), provide a resume, essay, and parent permission form to volunteer. In addition, you must obtain three teacher recommendations (one math, one science, and one in any other discipline). The student must not have excessive discipline write-ups or excessive absences.

Requirements:
The student will complete a minimum of 40 hours of work at the volunteer location. This must be completed on the student’s own time. During the school year this could include after school and weekends. The hours must be completed 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).

Special Considerations:
Certain organizations may require a student to work more hours than the required minimum of 40 hours. The student’s choice, in this case, is to agree to work the expected hours or attempt to negotiate the number of hours.

Recognition of completion of internship requirements:
A final portfolio must be received in order for the internship to be considered complete. The portfolio requirements are detailed on the attached page.
Dulles High School  
Math and Science Academy Volunteer Program

**STUDENT PROFILE**  
(Please print or type all information)

**Personal Information:**

Name: _____________________________________________  
ID#: ____________________

Address: ____________________________________________  
____________________________________________________

Phone #: ____________________  
____________________________________________________

Email Address: ______________________________________________________________________

Math and Science courses completed:

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

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____________________________________________________

Other relevant coursework/hobbies:

____________________________________________________

____________________________________________________

Location of Volunteer Experience:

I have already contacted this business and have agreed to volunteer.  ____Yes  ____No

Company Name: ________________________________________

Company Address: ________________________________________

____________________________________________________

Contact Person: ________________________________  
Phone #: ________________________________

Email Address: ______________________________________________________________________

**Essay:**

Please type your response. Responses should be one page double spaced using either Times New Roman, Arial, or Calibri font (no larger than 12 point).

Why are you interested in a Math and Science Academy volunteer experience? What do you expect to learn or achieve at the completion of your experience?
Acknowledgement of Responsibility and Permission for Student Participation in Mentorship

Student Name: ___________________________________________  ID #: ____________

Student

I, ____________________________________________, pledge to uphold all student policies and the high standards of the Fort Bend Independent School District. I understand that I am governed by the same rules on any sponsored field trip or activity as I am at school. I understand that possession of, having used or being under the influence of drugs and/or alcohol are prohibited. I understand that any infraction will be dealt with according to FBISD’s Discipline Management Plan.

I understand I am responsible for my own transportation. I understand that excessive absences and discipline infractions will result in removal from the volunteer program.

Student’s Signature: ___________________________  Date: ________________

Medical Information

List any physical limitations (temporary or permanent):

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

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

Name of child’s physician: ___________________________  Phone #: ________________
Insurance Company: ___________________________  Phone #: ________________
Policy Number: ___________________________

Parent

I understand that my child is responsible for his/her own transportation. I understand that excessive absences and discipline infractions will result in removal from the volunteer program.

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 any liability.

Parent Signature: ___________________________  Date: ________________
Address: ___________________________________________________
____________________________________________________
Home Telephone: ___________________________  Work Telephone: ___________________________
Emergency Contact Person: ___________________________  Phone #: ________________
Teacher Recommendation Form

For the student to complete:

Student Name: ________________________________________  ID #:___________________
Teacher Name: ________________________________________

☐ Math Teacher  ☐ Science Teacher  ☐ Other Discipline

For the recommending teacher to complete:

I have known this student for _________ years.
I have taught him/her in the following course(s):________________________________________

Please indicate your confidential rating of the applicant’s qualities below:

<table>
<thead>
<tr>
<th>Positive attitude</th>
<th>Clearly Outstanding</th>
<th>Exceeds Expectations</th>
<th>Satisfactory</th>
<th>Below Expectations</th>
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<td>Effective communication</td>
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<td>Academic preparation</td>
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In considering this student for a Math and Science Academy volunteer experience, I would...

☐ Enroll without hesitation  ☐ Consider strongly
☐ Consider with some reservations  ☐ Not consider

Why do you make the recommendation above?

Please provide any additional comments.

Teacher Signature: ________________________________________  Date: __________________

Please return to the Academy Coordinator’s mailbox in the front office.
Dulles High School
Math and Science Academy Volunteer Program

Teacher Recommendation Form

For the student to complete:
Student Name: ___________________________ ID #: ________________
Teacher Name: ___________________________

☐ Math Teacher ☐ Science Teacher ☐ Other Discipline

For the recommending teacher to complete:
I have known this student for _______ years.
I have taught him/her in the following course(s): ________________________________

Please indicate your confidential rating of the applicant’s qualities below:

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Please provide any additional comments.

Teacher Signature: ___________________________ Date: ________________

Please return to the Academy Coordinator’s mailbox in the front office.
Teacher Recommendation Form

For the student to complete:
Student Name: ________________________________________
ID #:___________________
Teacher Name: ________________________________________

Math Teacher  Science Teacher  Other Discipline

For the recommending teacher to complete:
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Why do you make the recommendation above?

Please provide any additional comments.

Teacher Signature: ____________________________ Date: ______________

Please return to the Academy Coordinator’s mailbox in the front office.
Dulles High School
Math and Science Academy Volunteer Program

The Portfolio
The portfolio is the end product for the volunteer program. The portfolio showcases your experiences and your learning through the volunteer program. The portfolio is a professional-looking product and must include the following items:

1. Title Page
2. Table of Contents
3. Resume
4. Thank you letter to the organization.
   - Upon completion of the volunteer experience, the student will write a thank you letter to the organization. This letter must be written and mailed within three days of the last day of the volunteer experience. Use a business letter format. The letter must be typed. Include a copy of the thank you letter in this section.
5. Organization evaluation.
   - The organization evaluation is a form that allows the organization to critique the accomplishments and professionalism of the student. It is the student’s responsibility to submit the evaluation to their organization. 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. Student evaluation paper and journal.
   - Journals should be kept on a weekly basis in order to help better track your volunteer experience. This will be a personal informal collection of notes from the volunteer’s perspective. Journals will be collected and reviewed with the student paper.
   - The student evaluation paper is a typed summary of the volunteer 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 volunteer at the company where you were a volunteer. 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 volunteer experience, noting the things the student experienced and/or learned during his/her time as a volunteer. This overview should include not only skills or new information learned, but also things student learned about him or herself or the industry in general
     B. Sample of work
        - The student must include a sample of the work performed during the course of the volunteer 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 on the job 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 performance of management at the workplace. Include in this evaluation the strengths and weaknesses of those in supervisory roles and your co-workers. 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 volunteer experience and evaluate the value of future volunteer experiences within that organization.
     E. Recommendation
        - The student should evaluate the overall volunteer 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 in a volunteer experience at this site.
7. 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
Math and Science Academy Volunteer Program

Student Volunteer 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

<table>
<thead>
<tr>
<th>Qualities</th>
<th>Not Applicable</th>
<th>Unsatisfactory</th>
<th>Neutral</th>
<th>Satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship with clients</td>
<td>NA</td>
<td>1 2 3</td>
<td>4</td>
<td>5 6 7</td>
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<tr>
<td>Relationship with supervisor</td>
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<td>Relationship with other staff</td>
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<td>Dependability</td>
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<td>Meets deadlines</td>
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<td>Appropriate attire</td>
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<tr>
<td>Attitude</td>
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<td>Acceptance of criticism</td>
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<tr>
<td>Hard-working</td>
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<td>Works well as part of a team</td>
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<tr>
<td>Follows instructions</td>
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<tr>
<td>Ability to think critically</td>
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<td>Ability to work independently</td>
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<td>Ability to solve problems</td>
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<tr>
<td>Oral communication skills</td>
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<tr>
<td>Written communication skills</td>
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<td>Behaves ethically</td>
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<td>Self-awareness</td>
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<td>Knowledge of field</td>
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<td>Intake skills</td>
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<td>Interviewing skills</td>
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<td>Assessment skills</td>
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<td>Case Management skills</td>
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<tr>
<td>Use of community resources</td>
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5. Was this experience beneficial to your organization? Why or Why not?

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

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

Supervisor’s Signature: ________________________________ Date: ________________