

## **GRADUATION PROJECT ADVISOR/STUDENT EXPECTATIONS**

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### ***Who is the GP Advisor?***

- The GP advisor is every certified LRHS staff member.
- The GP advisor is the student's guide throughout the Graduation Project process, someone with whom the student feels comfortable discussing successes and challenges along the GP journey. The advisor encourages and assists the student with meeting deadlines.

### ***The advisor is expected to:***

#### *Planning*

- Review the project manual thoroughly so that student understands **all** facets of the project and procedures necessary to complete the GP successfully.
- Collect advisee contact information, e.g. phone numbers and e-mail addresses.
- Review and explain the rubrics for each of the four parts of the project.
- Discuss with the student possible project topics based on the student's areas of interest (possibly use the interest inventory from English III).
- Offer advice and preliminary approval of research topic.
- Contact GP Steering Committee with any questions.

#### *Project Development*

- Meet at least once a month with the student throughout the junior year and until successful completion of the GP in the senior year.
- Serve as a sounding board for ideas and guide student through problems.
- Track student submission of required forms for the GP portfolio.
- Proofread letters, journal entries, and the final draft of the GP research paper.
- Assist students in referencing timelines and meeting deadlines.
- Communicate to English teacher any concerns/questions about the GP paper.
- Communicate to the parent and/or Graduation Project Coordinator any concerns/questions about the portfolio, product, or presentation.
- Provide a safety net for students to troubleshoot any obstacles.
- Provide additional information on the student and his/her project process to the GP Advisory Committee if the need arises.

#### *Project Review*

- Collect and give a preliminary score of the GP product.
- Collect and score the GP portfolio when completed.
- Encourage the student to practice for the GP presentation and discuss ways to make the presentation meaningful.

***The student is expected to:***

*Planning*

- Review the project manual thoroughly to understand **all** facets of the project and procedures necessary to complete the GP successfully.
- Provide advisee contact information, e.g. phone numbers and e-mail addresses.
- Review the rubrics for each of the four parts of the project.
- Brainstorm possible project topics with GP advisor (possibly use the interest inventory from English III).
- Contact GP advisor with any questions, concerns, or problems.

*Project Development*

- Meet at least once a month with the GP advisor throughout the junior year and until successful completion of the GP in the senior year. Be on time, and be respectful.
- Proofread letters, journal entries, and the final draft of the GP research paper.
- Adhere to all deadlines for submission of GP product and GP portfolio to advisor.
- Communicate to English teacher any concerns/questions about the GP paper.
- Seek help from Graduation Project Coordinator if a problem with the GP advisor arises.
- Recognize and thank the advisor.

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**Student Signature**

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**Date**

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**Parent Signature**

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**Date**

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**Advisor Signature**

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**Date**