

**Poland Regional High School**  
**Senior Celebration**  
**Timeline and Planning Process**

**October 1 — Senior Celebration Proposal**

Senior Celebration proposal is due (proposal worksheet follows). Proposals are reviewed and approved by a committee of Advisory leaders.

**November 15 — Refined Essential Question & Initial Research Checkpoint with Advisor**  
**Checkpoint Purpose:**

- β Establish a refined essential question to guide your research
- β Communicate your general knowledge and understanding of your subject
- β Explain your progress toward establishing a mentor relationship
- β Discuss how your work is connecting to Maine’s Guiding Principles (see following)
- β Get feedback from you advisor

**Checkpoint Content:**

A written summary of —

- β What is your refined essential question?
- β What have you found out about your subject?
- β Is your research supporting your essential question or do you need to refine it again?
- β Who are the local experts or resources on this topic?
- β What is really challenging you about this topic? What are the obstacles?
- β What aspects of your work on this topic are you enjoying?
- β What other areas do you really need to explore?
- β What are your next steps?
- β As of now, which Guiding Principles do you feel you are addressing? Which do you need to focus on the most?

At least five works cited (books, websites, videos, interviews, etc.).

A completed mentor agreement form.

**December through March — Research Conferences Checkpoints**

**Conference Purposes:**

- β Communicate your progress on your project
- β Determine how you will present your learning
- β Demonstrate your level of research literacy using the school-wide rubric (see following)
- β Demonstrate your understanding of yourself as a learner in relation to the Guiding Principles
- β Plan your next steps in your work

**Conference Content:**

- β Provide an updated Works Cited page
- β Share your latest information with your advisor including any notes, drawings, outlines, initial products, etc.

- β Discuss plans for your presentation so you can demonstrate your new learning
- β As of now, which Guiding Principles do you feel you are addressing? Which do you need to focus on the most?
- β Discuss your next steps
- β Discuss your mentor contacts

#### April — Pre-Presentation Conference

##### Purpose:

- β Communicate your progress with your presentation
- β Demonstrate your research literacy skills for final assessment using the school-wide rubric — this is for your final grade on this aspect of the Senior Celebration.
- β Demonstrate your ability to synthesize information
- β Discuss your understanding of yourself as a learner in relation to the Guiding Principles
- β Receive feedback from your advisor

##### Content:

- β Discuss your progress with your presentation plan
  - Demonstrate how you've organized the information for presentation
  - Use the presentation rubric to guide your work
  - Show how your presentation answers the essential question you have asked
  - Explain how your presentation will highlight your new learning
- β What do you need to do to prepare for the practice presentation?
- β Reflect on the Guiding Principles you have worked on
- β What audio/visual equipment do you need for your practice/final presentation?

Set a time for your practice presentation

Complete the audio/visual request form for the scheduling of your final presentation

#### April — Practice Presentation

##### Purpose:

- β Practice your presentation and receive feedback
- β Determine what you need to do next to be prepared for final presentation
- β Provide an opportunity to refine your presentation

Students will not be allowed to present to the grading panel without a full practice presentation.

##### Content:

- β Conduct a full dress rehearsal of your presentation for your advisory members
  - Include all visuals, notes, and props
  - Use the rubric to create your presentation
  - Complete the presentation checklist.

#### Binder Organization

In order to be successful, and stay sane, during the Senior Celebration process, it is essential that you keep an organized binder. This will help you keep track of your research, your mentor contacts, your Works Cited page, and so on. Here is a suggested method for organizing your three-ring binder:

#### Section 1: Proposal and Essential Question

#### Section 2: Research

- β Notes/notecards

- β Articles

- β Works Cited (from a variety of sources!!)

- β Relevancy form

- β Research rubric

#### Section 3: Presentation Planning

- β Drafts of visuals

- β Notecards for speaking

- β Presentation rubric

- β Practice presentation feedback/notes

#### Section 4: Mentor Information

- β Emails/letters

- β Brochures

- β Pictures

#### Section 5: Other relevant stuff...