

York County  
School of Technology

School-to-Career  
Culminating  
Project Manual

Technical Project  
and  
Presentation

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**APPROVED BY THE JOINT OPERATING COMMITTEE  
ON AUGUST 25, 2005**

## **Non-Discrimination Policy**

The York County School of Technology will not discriminate on the basis of sex, race, or handicap, or because a person is a disabled veteran or veteran of the Vietnam Era, in its admission process, educational programs, activities, or employment policies. Facilities are accessible to and usable by handicapped persons as required by the American with Disabilities Act. The School complies with the Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to Mr. Thomas Graham, ADA/Title IX/Section 504 Coordinator, 2179 South Queen Street, York, PA, 17402, Phone (717) 741-0820.



Al aceptar solicitudes de matrícula, es la regla de conducta de York County School of Technology no discriminar por causa de sexo, raza, color u origen de nacionalidad del alumno en sus programas académicos y vocacionales. El plantel es accesible y puede ser usado por personas con incapacidades, así como requiere la ley de los americanos con incapacidades Título IX, Sección 504, y Título VI. Se tomarían medidas para asegurar que la falta de conocimientos del inglés no sea una barrera en la matrícula a programas académicos y vocacionales. Cualquier pregunta se debe dirigir al Sr. Thomas G. Graham, Coordinador de ADA/Título IX y Sección 503/504 or Dr. James A. Kraft, Asistente de Coordinador de ADA/Título IX y Sección 503/504 York County School of Technology, 2179 South Queen Street, York, PA, 17402, Telefono: (717) 741-0820.

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# **York County School of Technology School-To-Career Culminating Project**

## **Introduction**

The York County School of Technology is dedicated to providing a program of high quality, cutting-edge technical training integrated with a strong academic education and an emphasis on critical thinking, problem-solving, decision-making, and team-building skills.

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### **Pennsylvania Department of Education Chapter 4 Regulations**

“A student shall complete a project in one or more areas of concentrated study under the guidance and direction of the high school faculty. The purpose of the project may include research, writing, or some other appropriate form of demonstration to assure that the student is able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding. Projects may be undertaken by individual students or groups of students.”

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### **Graduation Project Statement York County School of Technology**

To meet these goals, each student is required to complete a School-to-Career Graduation Project as defined by the Career and Technology program Educator in conjunction with the School Administration. This project will include a Project and Presentation to a Career Area Team to demonstrate competency and mastery in the career area.

The intent of the project is to provide students with a meaningful opportunity to exhibit their mastery as defined by the Career and Technology Education program. Through project completion, students will demonstrate their academic skills to communicate and calculate effectively.

Please refer to the Technical Area web site for all project requirements.

# Timeline

<b>Task</b>	<b>Grade Level</b>	<b>Date</b>
Career Teacher will review requirements	Grade 11	Beginning of school year
Submit technical project proposal and receive approval for project by career teacher. In multiple teacher career areas, all teachers will approve the proposal.	Grade 11	As indicated in the guidelines established by the technical area.
Work on technical project. Complete technical project presentation.	Grade 11	It is highly recommended that a date is arranged with the technical teacher to present the project by the end of the Junior year.
Parental notification of completion/non-completion of Project	Grade 11	Non-completers will be notified by the end of the Junior year. Students who do not pass the culminating project should follow the appeals procedure (page 9).
Revised project/presentation	Grade 12	October 10, 2010 is reserved for projects that were not presented by the end of the junior year.
Final date for presentation in order to be eligible for graduation	Grade 12	May 1 <sup>st</sup> .

# Graduation Guidelines

Students must complete and achieve a passing score on all components of the School-to-Career Culminating Project.

**In the event a student fails the Culminating Project, the following options are possible:**

- 1 A student who does not pass the Culminating Project and/or Presentation may make the recommended changes and resubmit the revised items to the Technical Teacher to be re-evaluated by the Evaluation Committee.
- 2 A student who does not pass the Culminating Project and/or Presentation and is unable to make changes recommended by the Evaluation Committee may request an appeal. The student must submit the appeal, in writing, to the Academy Principal. The appeal must be based on unusual or unforeseen events that affected the student's ability to complete a satisfactory project. The Appeal Committee will then review the documentation. If the appeal is accepted, the student may resubmit the Culminating Project/Presentation.

## **PLEASE NOTE**

**Students who do not successfully complete the School-to-Career Culminating Project may not be eligible to graduate!**

**Students must pass Grad project I in order to be eligible for senior privileges at the beginning of the school year and Grad Project II for continued eligibility for senior privileges which includes parking on campus. This also will be reflected in the eligibility for Cooperative Education.**

### **Transfer Students**

Senior students transferring to the York County School of Technology may have the School-to-Career Culminating Project requirement waived or modified by the Director of Student Services.

Any transfer student whose permanent records indicate they have successfully completed a graduation project will be considered to have met York County School of Technology's School-to-Career Culminating Project requirements.

### **Foreign Exchange Students**

The School-to-Career Graduation Project is optional. The Media Specialist will serve as coordinator.

# **Culminating Project and Presentation Documentation Requirements**

**Specific career area Culminating Project requirements are located on the Technical Program web site located at <http://www.ycstech.org>.**

## **Culminating Project**

Each student will carry out their project based on some aspect of their technical area of study. Some components of this project will be completed and/or integrated within the classroom time.

Culminating Project documentation will contain the following:

- Proposal
- Contract
- Reflection
- Timesheet/Documentation of Culminating Project
- Digital/Visual component
- All forms are located on the Technical Program website
- Resume and Cover Letter (To be completed in English classes)

## **Graduation Project Presentation**

A complete and thorough presentation of the project will be given by each student in accordance with the timeline on page 5. Please refer to the specific Technical Program website for presentation evaluation requirements.

# Technical Project & Presentation Guidelines

## 1. Project

This project is student centered and requires a minimum of 20 hours. Each student will carry out their project, based on some aspect of their technical area of study and may be integrated into the classroom time. The hours must be documented on the Documentation Timesheet for the Technical Project.

## 2. Presentation

A complete and thorough presentation of the project will be given in accordance with the timeline on page 5. Students must coordinate with the technical teacher to schedule an Evaluation Committee appointment should there be a need to present the project on a date other than on the date predetermined on the YCST school calendar. Presentations should be a minimum of 5 minutes up to a maximum of 15 minutes, with an average of 8 – 10 minutes. Any presentation under 5 minutes will be rated unsatisfactory. The oral presentation must include all aspects of your project. Students must be prepared for questions following the presentation.

## 3. Requirements

Students who do not successfully complete the School-to-Career Graduation Project may not graduate. Students must successfully complete Grad project I in order to be eligible for senior privileges at the beginning of the school year, and Grad Project II (by October 10, 2009) for the continued eligibility for senior privileges which includes parking on campus. This also will be reflected in the eligibility for Cooperative Education.

# Evaluation Committee Responsibilities

1. Each Career Academy will appoint evaluation teams to evaluate their students' technical projects.
2. Each team will consist of no less than two individuals to perform the evaluation as follows:
  - A Technical Teacher
  - One Academic Teacher (a career field representative that has been approved by the Academy Principal may participate in presentations. This person will not count as one of the two required committee members.)

## Appeal Procedure

An Appeals Committee has been established to safeguard the integrity of the School-to-Career Culminating Project requirement.

### Appeals Committee – Members

- Career Academy Principal or Designee
- Career Counselor or Designee
- One Academic Teacher
- Technical Program Teacher

### Appeal Process

1. File Application within 10 school days of project presentation.
2. Appeals Committee Meets and Discusses Appeal
3. Appeals Committee Accepts or Denies Appeal
4. If Appeal is denied, the revised project must be resubmitted and approved in order to meet graduation requirements.
5. The decision of the Appeals Committee is final.

**York County School of Technology**  
**Request for Appeal – Culminating Project**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Technical Program: \_\_\_\_\_

Technical Teacher \_\_\_\_\_

**Reason for Request (Please be specific and include documentation if appropriate.)**

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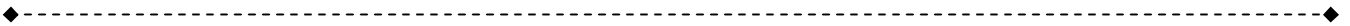
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Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Check this box if parent/guardian requests a meeting.**  
**Please provide a phone number where you can be reached to schedule the appointment.**

**Do Not Write Below This Line – Use Additional Sheet if Necessary**



Decision of Appeals Committee based upon reason for request and the best interests of the student:  
Appeal Approved Appeal Denied

Appeal Approved

Appeal Denied

Signature of Principal/Designee: \_\_\_\_\_

Signature of Academic Teacher: \_\_\_\_\_

Signature of Guidance Counselor: \_\_\_\_\_

Signature of Technical Teacher: \_\_\_\_\_

Signature of Case Manager (if applicable)

Effective Date: \_\_\_\_\_

