



## Croatan High School Graduation Project **STUDENT TIMELINE**

---

### Junior Year

- By Oct 13 Student given Graduation Project Notebook
  - By Oct 14 Student must turn in Graduation Project Policies and Procedures, Student Information Form, and Ethical Commitment Form with required signatures to English teacher
  - By Oct 15 Begin looking for a faculty advisor. **Note:** each faculty member is allowed to have **no more than 3** advisees.
  - By Oct 17 Student must have a faculty advisor
  - By Oct 20 Student submits Letter of Intent to English teacher
  - By Oct 27 Student is given Project Approval Form by English teacher with comments.
  - By Oct 31 Student must resubmit revised rejected Letter of Intent to English teacher (only for pending or rejected letters of intent)
  - By Nov 5 Students who resubmit revised Letters of Intent receive Project Approval Form with comments and Advisor name from English teacher
  - By Nov 21 Student submits final drafts of Graduation Project Papers to his or her English teacher
  - Nov 21-28 Student must meet with Advisor for introduction. Student will answer any questions the Advisor might have about his or her project and vice-versa. Advisor signs Advisor Progress Log
- 

### Senior Year

- TBA *Students must have turned in Mentor Commitment Form*
- TBA *Student meets with Advisor who approves and signs Product Plan and signs Advisor Progress Log – NO CHANGES WILL BE MADE AFTER THIS DATE*
- TBA *Student meets with Advisor who checks on Product Progress & Mentor Contact Log progress, and signs Advisor Progress Log*
- TBA *Student meets with Advisor who checks on Product Progress & Mentor Contact Log progress, signs Advisor Progress Log, and reviews Portfolio requirements*
- TBA *Student meets with Advisor for final meeting*
- TBA *Student must have Product completed*  
*Student must turn in Portfolio to English teacher with all completed forms, evidence of Product, and abstract of Paper*
- TBA *Student must turn in Presentation Equipment Needs Form to Media Coordinator*
- TBA *Student practices Presentations in class, English teacher approves Product visuals and Presentation during practices, student must have revised Portfolio to illustrate during Presentation*
- TBA *Student presents at Senior Boards*