



## Carteret County Schools Graduation Project ADMINISTRATIVE TIMELINE

1-26-11	Student given Administrative Timeline, Project Overview & Parent Signature Form, Advisor Preference Form, Ethical Commitment Form, & Policies/Procedure Form
<b><i>1-27-11</i></b>	<b><i>Students return Project Overview &amp; Parent Signature Form, Advisor Preference Form, Ethical Commitment Form, &amp; Policies/Procedures Form to English IV teacher</i></b> English teachers return forms to Sheehan immediately
2-4-11	Students given Advisor assignments
<b><i>By 2-11-11</i></b>	<b><i>Student must meet with Advisor for introduction and have Advisor sign Graduation Project Proposal</i></b>
<b><i>By 2-18-11</i></b>	<b><i>Student gives English teacher completed, POLISHED professional Letter of Intent &amp; Project Proposal</i></b> English teachers return forms to Sheehan
	Advisory Board Meets to read and approve or reject letters via Project Approval Letters
By 2-25-11	English teacher gives student Project Approval Sheet
<b><i>By 3-2-11</i></b>	<b><i>Student must resubmit rejected letter of Intent to Graduation Project Coordinator</i></b>
	Advisory Board members reread and approve resubmitted letters
	English Teacher gives all forms to Sheehan
<b><i>By 3-11-11</i></b>	<b><i>Student begins Research Paper</i></b>
<b><i>By 3-25-11</i></b>	<b><i>Student turns in rough draft to English teacher</i></b>
<b><i>By 4-1-11</i></b>	<b><i>Student meet with Advisor who approves and signs Product Plan – NO CHANGES WILL BE MADE AFTER THIS DATE</i></b> Advisor returns Product Plan to Sheehan
<b><i>By 4-8-11</i></b>	<b><i>Student meets with Advisor who checks on Product progress and Mentor Verification Log progress</i></b>
<b><i>By 4-15-11</i></b>	<b><i>Student meets with Advisor who checks on Product progress and Mentor Verification Log progress</i></b>
<b><i>By 4-22-11</i></b>	<b><i>Student meets with Advisor who checks on Product progress and Mentor Verification Log progress</i></b>
<b><i>By 5-3-11</i></b>	<b><i>Student must have Product &amp; Paper completed</i></b> <b><i>Student must turn in finished Mentor Verification Log to Advisor</i></b> Advisor completes Product Rubric and returns completed Rubric & Mentor Log to Sheehan English teacher completes Paper Rubric and returns completed Rubric to Sheehan
<b><i>By 5-3-11</i></b>	<b><i>Student gives Presentation Equipment Needs form to English teacher</i></b> English teachers return forms to Burbella
<b><i>By 5-6-11</i></b>	<b><i>Student must turn in Portfolio to Advisor (this includes the final, polished Research Paper – not one with editing marks, grades, etc)- please consult rubric</i></b> Advisor completes Portfolio Rubric and returns completed Rubric to Sheehan
<b><i>Week of 5-9-11</i></b>	<b><i>Student practices Presentations in English class – peer &amp; teacher evaluations</i></b> English teacher approves Product visuals and Presentation – please consult rubric
<b><i>Week of 5-9-11</i></b>	<b><i>Student practices Presentation for Advisor – this should happen several times to polish and perfect presentation – please consult rubric</i></b>
<b><i>5-16-11 through 5-18-11</i></b>	<b><i>Student presents at Graduation Boards – students will be assigned a specific date, time, and location. Absences from Boards will not be accepted.</i></b>

\* Graduation Boards may be rescheduled to accommodate state testing or weather-related issues school-wide. Graduation Boards will not be rescheduled for individual students or for students who miss their scheduled time.

\* Items in ***bold and italics*** indicate student deadlines.