

Name: _____

Gradebook #: _____

Period: _____

AOS - Sr. Project Dept.

Mr. S. Carlson

Date: _____

AOS Senior Culminating Project Planning: 2nd Trimester '05 - '06**Course Activities Checksheet - Ver. 1.3**

No.	Activity Description	Due Date	Finish Date	Your Initials
1.	Questionnaire* : Obtain, complete, and submit your questionnaire that was given out at the beginning of the trimester.	Dec. 7th		
1a.	Obtain Your Senior Project Guidebook* : Read it completely word-for-word and cover-to-cover (pp. 1-41) and circle anything that is unclear to you. Write down any questions you may have to ask the instructor. Quickly decide your Project Category from p. 6.	Dec. 7th		
2.	Goal Statement* : Submit your Goal Statement per instructions in class.	Dec. 8th		
3.	Project Contract Complete* : Complete your Project Contract from p. 8 of your guidebook including all information.	Dec. 9th		
4.	Project Title, Goal, & Introduction Section I* : Using the available template, complete Section I., Parts A. – D. and turn in for review. Be sure your title is one that clearly identifies your project in 10 or less words. It is probably an "...ing" statement.	Dec. 9th		
5.	Presentation Notebook Organized* : Obtain all items to organize your notebook as described on p. 7 of your guidebook.	Dec. 14th		
6.	Field Expert Information: Form #1 Complete* : Find your Field Expert quickly referring to pp. 9 in your guidebook. Complete and submit completed Form #1 on page 10.	Jan. 3rd		
7.	Field Expert Initial Interview: Form #2 Complete* : Submit Form #2 on p. 11 before deadline given in class and before end of tri.	Jan. 3rd		
8.	1 Minute Speech Present* : Prepare your 1-minute speech per the instructions and present when appropriate.	Jan. 10th		
9.	Proposal 1st Draft (D1) Completed* : Complete your D1 and have 2 adult proof readers proof and sign it before submitting it.	Jan. 20th		
10.	Proposal 2nd Draft (D2) Completed** : Turn in your D2 with your corrected D1. Have 2 adult proof readers proof & sign it.	Feb. 9th		
11.	Proposal 3rd Draft (D3) Completed** : Turn in your D3 with your corrected D2. No further signed proofing needed.	Feb. 17th		
12.	Field Expert Proposal Draft Form #3 Complete** : Submit Form #3 on p. 12 using your Draft 3 to review w. your f. expert.	Mar. 15th		
13.	Proposal 4th Draft (D4) Completed** : Turn in your D4 with your corrected D3.	Mar. 10th		
14.	Proposal Approved** : Repair and complete proposal and have it approved by your instructor first (then parent and field expert). Follow the sample that you received in class and use template provided. This will simplify your life. Keep repairing drafts until approved. It usually takes 3 – 8 drafts for a public presentation quality proposal.	Mar. 15th		
14a.	Approval to Start Actual Project** : Permission is automatically given when the instructor approves your proposal.	Varies		
15.	4 Weeks (20 hours) of Acceptable Journal Entries** : Start your journal using the guidelines on p. 26-28 of your guidebook. Have the instructor review after 3-5 hours are completed and documented. Show instructor corrections if form previously incorrect. You need a minimum of 20 hours of acceptable journal entries.	Mar. 15th		
16.	Annotated Bibliography started with 5+ sources** : Start your annotated bibliography referring to pp. 16 - 17 in your guidebook.	Mar. 14th		
17.	Attend Presentations at the Exhibition** : Have exhibition form signed by instructor indicating attendance.	Mar. 3rd		

* = Completed items necessary in order to be passing at progress report time.

** = Completed items in addition to * items in order to be passing at trimester. **Shaded items (12, 14, & 15) are the "Big Requireds."**