

Name: _____

Gradebook #: _____

Period: _____

AOS - Sr. Project Dept.

Mr. S. Carlson

Date: _____

AOS Senior Culminating Project Presentation: 3rd Trimester '05 -'06**Course Activities Checksheet - Ver. 1.2**

No.	Activity Description	Due Date	Finish Date	Your Initials
1.	Field Expert Form # 3 – Proposal Draft* (Last Tri.): Completed, signed, and returned. See page 13.	March 15th		
2.	Proposal Approved* (Last Tri.): Public presentation quality proposal approved by instructor.	March 15th		
3.	20 hours in Journal and Approved* (Last Tri.): Correct form used per instructions in class.	March 15th		
4.	Proposal Signed*: Remember that you need 4 additional copies of your proposal for your presentation. See p. 29.	April 17th		
5.	Field Expert Form # 4 – Mid-Project Progress*: Completed, signed, and returned. See page 12.	April 17th		
6.	Annotated Bibliography Approved*: Scoring: 5 entries = C, 6-8 entries = B, and 9+ entries = A	April 21th		
7.	40 Hours in Journal and Approved*: And the Project itself, is actually completed (by April 10, 2006).	April 25th		
8.	Field Expert Form # 5 – Exit Interview*: Project complete & form completed, signed, and returned.	April 26th		
9.	Exhibition Prep Form Complete and Submitted*: Includes Title, Description, Equipment Needed, etc.	April 14th		
10.	5 Minute Speeches Present*: Prepare your 5-minute speeches per the instructions and present when scheduled.	Your Due Date:		
10a.	Prepare Your Presentation: a. Script: Word-process your main points required using page 30 as your organizational guide. Include as much detail as you need to cover any emergency. See p. 29 for Public Presentation Guidelines. b. Decide Presentation Style: What type of visuals are you using? PowerPoint, Doc Cam, Slides, etc. See p. 29. c. Presentation Visuals Complete and Approved: Includes the "Big 6" Slides. d. Note Cards Complete: Created from your script. e. Tangibles Prepared: Tools, Portfolios, Drawings, Project itself, Poster Board, Dress-up Clothing, etc.	Your Due Date:		
11.	8 Minute Speeches Present**: Prepare your 8-10 minute speech per the instructions and present when scheduled.	Your Due Date:		
12.	16-20 Minute In-Class Presentation Completed and Approved**: Includes the "Big 6" Slides. Present on your scheduled day or retake this class next year.	Your Due Date:		
13.	Notebook Updated**: Notebook complete, approved, and you have 4 additional signed copies of your approved proposal for the panelists. N/B is due the day after your In-Class with note cards.	Your Due Date:		
14.	Presented in the Official Exhibition**: All students must be approved before presenting.	June 9th		
15.	Presentation Scores Passing**: Any Below Standard presentation scores will require corrections.	June 9th		
16.	Reflection Paper**: Reflection Paper word-processed per instructions in class.	June 12th		
17.	Thank You Note(s)**: Thank you note(s) approved.	June 13th		
18.	Congratulations: Modest Celebration -> Woo Hoo!! You Did It!! Wee Haw!! Nice Job!! Yahoo!! Etc.!!	June 14th		

* = Items Required to Pass at the Mid-Trimester Progress Report time.

** = Additional Items Required to Pass Presentation Course. **Shaded Items = The "Big Requireds" required to present in Exhibition**