

**GIRARD COLLEGE**  
Senior Service Learning Project  
2009-2010

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# GIRARD COLLEGE

## Senior Service Learning Project

### *Project Rationale*

“To those whom much is given, much is expected” John F. Kennedy

Girard College students, as the benefactors of Stephen Girard, are the recipients of an excellent education in a safe and creative environment. The senior project is an opportunity for the students to give back, what at the same time display the skills they have learned.

The senior project is a service-based project that asks students to provide time and effort to an existing service organization that will benefit a group or a place in need. Examples of organizations to whom students may donate their time include the Red Cross, Philly Cares, Planned Parenthood, Fairmount Park, and Philadelphia Recreation Centers. Students may also create their own service project, based on their individual interests. In either case, students are required to be a part of the actual service the organization provides.

The service project will consist of the project (approved by the senior project committee), a log, a journal, an exit conference, and a final presentation.

### *Project Objectives*

1. This project is to assess student achievement concerning the college’s mission and core curriculum.
2. This project is a culmination of all the knowledge and skills accumulated by students during their years attending Girard College.
3. This project will challenge students to use their ability to write, speak, apply their knowledge and creativity, problem solve, and practice the life skills of time management.

### **Senior Project Committee Roster**

Administrators: Jon Hall  
Kymelle Clark

Co-Coordiators: Ken Taylor  
Richard Leek  
Kelly Gardner

**GIRARD COLLEGE**  
Senior Service Learning Project

**Senior Project Calendar 2009 - 2010**

Fri 12/11	SLP proposal submitted for approval
Fri 12/11	Project information sheet submitted as early as <b>12/11</b> <b>No later than Jan 29<sup>th</sup></b>
Mon 12/14	Student contract signed and returned
Fri 12/18	Official start date for Service Learning Project
Fri 2/26	On –site commitment must be finalized Sponsor information sheet must be completed and approved Last potential date to safely start your project SLP proposal due no later than
Fri 3/19	Deadline for suspension if no progress made with SLP Letters of suspension will be sent out as per contract
Fri 3/26	Service Learning Project ends Confirmation of site and progress to be handled by the committee
4/12—4/16	SLP Conferences Bring journal, time log, and student self-evaluation to your conference along with other salient information
4/26—4/30	SLP Presentations

# GIRARD COLLEGE

## Senior Service Learning Project

### Letter to Parents

Dear 12th Grade Parents,

Successful completion of this project is a graduation requirement at Girard College. In developing their projects, students will create an ambitious program of their own choosing. These projects will allow the students to research a community based service program.

Students will be responsible for developing their project with the help of The Senior Project Committee. Any placement chosen must be without compensation; however, transportation and meal expenses required for the program will be provided by Girard College.

Students will be provided with a list of specific guidelines and important dates and deadlines. The Senior Project Committee will approve all service learning projects and will oversee the program.

The program will involve several components including: a log, a journal, an exit conference, and a final presentation.

If you have any questions, please contact Mr. Jon Hall at (215) 787-2634.

Sincerely,

Jon Hall  
High School Principal

Kymelle Clark  
High School Assistant Principal

**GIRARD COLLEGE**  
Senior Project Program

Overview of Senior Project

This project originated from the Pennsylvania State mandate of high school graduation requirements, which states:

*The student shall complete a project in one or more areas of concentrated study. This project, undertaken individually or with a group, will demonstrate the student's ability to apply, analyze, and evaluate information and communicate significant knowledge and understanding.*

Successful completion of the Senior Project is a requirement for graduation from Girard College. The criteria are as follows:

1. A Parent/guardian signed contract is required for a Service Learning Project.
2. An off-campus component must be included in the Service Learning Project
3. Each student's project should be unique.
4. No more than **three students** should work with the same organization.
5. The working hours for the service learning project are determined by the requirements of the work being done and the on-site sponsor.
6. The student may not receive any compensation from the sponsor or the organization.
7. It is expected that students will fulfill all Girard commitments. It is up to the student to resolve any conflicts with school commitments before beginning the service learning project.
8. The conference and the presentation are graded on a five-point scale. (A=5, B=4, C=3, D=2, F=1)
9. A minimum composite score of 6 is required in order for a service learning project to be considered satisfactory.
10. Students who receive a project composite score of 10 will be honored for their outstanding senior project at The Awards Assembly.
11. There will be an award at graduation for the exemplary senior project (perfect score of 10 required) as determined by the committee.

GIRARD COLLEGE  
Senior Service Learning Project

Criteria for the Service Learning Project

**Requirements for service learning project**

- Arrive promptly at site on scheduled days.
- Present and verify individualized calendar with sponsor and SP advisor.
- Complete log and journal entries documenting your experience.
- Act in a professional manner, which is appropriate to the service project site.
- The student is responsible for coordinating schedules between the sponsor and the academic calendars.

# GIRARD COLLEGE

## Senior Service Learning Project

### Criteria for Conference

Students are encouraged to compile a folder of resources to bring to this exit conference. They should also prepare their student self-evaluation on page 19 to deliver to the committee at the end of their time allotted. **This evaluation and all materials will be submitted once the conference is over.**

**Students should come to the conference prepared to answer any/all pertinent information regarding:**

#### **Field Research:**

- **Brief** overview of the organization or group
- What works needs to be done?
- What is the future of the organization?
- What part of the project do I find most interesting?
- What can I expect out of a job within this organization?

#### **Service Learning Project Experience:**

- Where was my SLP site?
- What were my responsibilities?
- What was my schedule?
- What was my working environment?
- How did this internship fulfill or not fulfill my expectations regarding the field?

#### **Reflection and Insights**

- Why did I choose this project?
- What did I learn at my SLP and what did it reveal about my own strengths and weaknesses?
- How did the Senior Service Learning Project affect me as a student and as a person?

**GIRARD COLLEGE**  
Senior Service Learning Project

Rubric for Conference

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

<b>KEY</b>		
<b>A</b>	<b>OUTSTANDING</b>	<b>5</b>
<b>B</b>	<b>GOOD</b>	<b>4</b>
<b>C</b>	<b>AVERAGE</b>	<b>3</b>
<b>D</b>	<b>POOR</b>	<b>2</b>
<b>F</b>	<b>UNACCEPTABLE</b>	<b>1</b>

**Content Standards**

- |   |              |  |
|---|--------------|--|
| 5 | Outstanding  | Presenter is well-spoken throughout the presentation.                                |
| 3 | Average      | Presenter maintains a high level of Standard English.                                |
| 1 | Unacceptable | Presenter fails to use Standard English.   |
| 5 | Outstanding  | Students remain extremely confident and poised throughout the conference.            |
| 3 | Average      | Student exhibits confidence and poise.   |
| 1 | Unacceptable | Student lacks confidence and poise.  |
| 5 | Outstanding  | Presenter's overall appearance and manner are exemplary                              |
| 3 | Average      | Presenter appears professional and conducts himself/herself in an Appropriate manner |
| 1 | Unacceptable | Presenter's appearance and manner is inappropriate                                   |
| 5 | Outstanding  | Brief history of the service learning project is thoroughly described                |
| 3 | Average      | Brief history of the service learning project is adequately described                |
| 1 | Unacceptable | Brief history and future of the field are poorly covered                             |
| 5 | Outstanding  | SLP expectations are thoroughly described  |
| 3 | Average      | SLP expectations are adequately described  |
| 1 | Unacceptable | SLP expectations are poorly covered  |
| 5 | Outstanding  | Site, schedule, and work environment of project are thoroughly described             |
| 3 | Average      | Site, schedule, and work environment of project are adequately described.            |
| 1 | Unacceptable | Site, schedule, and work environment of project are poorly covered.                  |

**GIRARD COLLEGE**  
Senior Service Learning Project

Rubric for Conference (continued)

5	Outstanding	Responsibilities of the SLP are clearly delineated
3	Average	Responsibilities are adequately described
1	Unacceptable	Responsibilities are poorly addressed
5	Outstanding	Student's insights and reflections gained from this project are clearly explained.
3	Average	Student has clearly made a judgement about his/her project
1	Unacceptable	Student fails to adequately address his/her SLP experience

**OVERALL CONFERENCE EARNS:**

**Please circle the appropriate overall score and provide applicable comments.**

<b>5</b>	<u>COMMENTS:</u>
<b>4</b>	
<b>3</b>	
<b>2</b>	
<b>1</b>	

**GIRARD COLLEGE**  
Senior Service Learning Project  
Criteria for Presentation

**TOPIC: Project Question**

**A. CONTENT REQUIREMENTS:**

1. Visual aid consistently supports, clarifies, and amplifies the presentation.
2. Use of multi-media.
3. Presenter clearly explains his/her reason for choosing the SLP question.
4. Presenter answers the project question.

**B. ORGANIZATION REQUIREMENTS:**

1. Presenter clearly states his/her project question.
2. Presentation is well-organized and balanced with introduction, development and closure of material.
3. Presentation demonstrates a clear understanding of the between the project question and community research.

**C. PRESENTATION REQUIREMENTS:**

1. Presenter has excellent focus on entire audience.
2. Presenter's overall appearance is exemplary.
3. Presenter remains confident and poised throughout the presentation.
4. Presenter utilizes Standard English.
5. Presenter maintains clarity and proper inflection throughout the presentation.
6. The presentation demonstrates effective use of time. (10-15 minute presentation)

**GIRARD COLLEGE**  
Senior Service Learning Project

Rubric for Presentation

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

<b>KEY</b>		
<b>A</b>	<b>OUTSTANDING</b>	<b>5</b>
<b>B</b>	<b>GOOD</b>	<b>4</b>
<b>C</b>	<b>AVERAGE</b>	<b>3</b>
<b>D</b>	<b>POOR</b>	<b>2</b>
<b>F</b>	<b>UNACCEPTABLE</b>	<b>1</b>

**Standards**

- 5 Outstanding Visual aids consistently support, clarify, and amplify the presentation.
- 3 Average Visual aids generally add to the presentation.
- 1 Unacceptable Visual aids fail to contribute to the presentation.
  
- 5 Outstanding Superior use of multi-media.
- 3 Average Adequate use of multi-media.
- 1 Unacceptable Ineffective use of multi-media.
  
- 5 Outstanding Presenter clearly explains their reason for choosing the project question.
- 3 Average Presenter addresses project question choice.
- 1 Unacceptable Presenter fails to address the project question choice.
  
- 5 Outstanding Presenter answers the project question in an exceptional manner.
- 3 Average Presenter answers the project question.
- 1 Unacceptable Presenter fails to answer the project question.
  
- 5 Outstanding Presentation is extremely well organized and balanced with introduction, development and closure of material.
- 3 Average Presentation is organized with introduction, development and closure of material.
- 1 Unacceptable Presentation is poorly organized.

**GIRARD COLLEGE**  
Senior Service Learning Project

Rubric for Presentation (continued)

- 5 Outstanding Presentation demonstrates a clear understanding of the relationship between the project question and the research.
- 3 Average Presentation shows a relationship between the project question and the research.
- 1 Unacceptable Presentation fails to show a relationship between the project question and the research.
  
- 5 Outstanding Presenter has excellent focus on entire audience.
- 3 Average Presenter lacks constant focuses on audience.
- 1 Unacceptable Presenter does not focus on audience.
  
- 5 Outstanding Presenter’s overall appearance is exemplary.
- 3 Average Presenter appears professional.
- 1 Unacceptable Presenter is dressed inappropriately.
  
- 5 Outstanding Presenter remains extremely confident and poised throughout the presentation.
- 3 Average Presenter for the most part exhibits confidence and poise.
- 1 Unacceptable Presenter’s demeanor is an impediment to the presentation.
  
- 5 Outstanding Presenter is well-spoken throughout the presentation.
- 3 Average Presenter maintains a high level of Standard English.
- 1 Unacceptable Presenter fails to use Standard English.
  
- 5 Outstanding Presenter maintains a high level of clarity and inflection throughout the presentation.
- 3 Average Presenter speaks with a basic level of clarity and appropriate inflection.
- 1 Unacceptable Presenter’s lack of clarity or inflection impedes the overall presentation.

**Failure to meet the minimum time requirement will result in a 1 point deduction from the final grade of the presentation component.**

**OVERALL PRESENTATION EARNS:**

**Please, circle the appropriate overall score and provide applicable comments.**

<b>5</b>	<b><u>COMMENTS:</u></b>
<b>4</b>	
<b>3</b>	
<b>2</b>	
<b>1</b>	

**GIRARD COLLEGE**  
Senior Service Learning Project

Student Contract

I am aware of my responsibility for undertaking and completing the Girard College Senior Service Learning Project as a requirement for graduation from Girard College. I understand that if I do not complete this project, **I will not receive a Girard College diploma, nor will I participate in the graduation ceremony.** A project involves completion of all components (journal, log, service learning project, conference, presentation) with a composite score of 6 or better. I understand that projects will be re-evaluated if, and only if, my composite score is below a 6. A failure to complete hours for a local service organization, failure to attend a conference, or attend a presentation will result in a failure of the Senior Project (see page 15 for complete list). Students who have not established a service learning project idea by March 19th will be suspended home in order to focus entirely on developing a service learning project after which they may return to school.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please read, sign, and return contract to Mr. Hall by Monday December 14th**

Approved: Autumn Adkins, President

Jon Hall, High School Principal

Kymelle Clark, High School Assistant Principal

Senior Project Coordinators: Ms. Gardner, Mr. Leek, Mr. Taylor

**GIRARD COLLEGE**  
Senior Service Learning Project

Failure of the Senior Project

A student will automatically fail the Senior Project should any of the following occur:

1. Failure to attend the final conference
2. Failure to attend the final presentation
3. Failure to achieve a composite score of 6 or higher

Students may also receive a one point deduction for the following: failure to hand in completed materials at the conference held during the week of April 12--16 (journal, time log and self evaluation); failure to complete thank you letters; failure to meet the minimum time requirement for the presentation.

Failure to meet deadlines will eliminate student's eligibility to receive Senior Project Awards.

**Should *any* student fail the Senior Project, he/she will not take part in the graduation ceremony nor will he/she receive a Girard College diploma. A Girard College diploma *may be* obtained should the student's Service Learning Project be completed over the summer by a prescribed date no later than the third Friday in August. Any and all make up work will be assigned and graded at the sole discretion of the Senior Project Committee.**



# GIRARD COLLEGE

## Senior Project Program

### Previous Internship Sites and Topics—for reference only Some sites no longer apply to the service learning definition

#### ACCOUNTING

The Girard Estate

Internal Revenue Service

University of the Arts

#### ADVERTISING/MARKETING

Brownstein Group

Creative Staffing Solutions

Greater Philadelphia  
Tourism and Marketing

WUSL Radio

Painted Bride Art Center

Comcast Communications

#### ART

Fabric Art Workshop

Samuel S. Fleisher Art Memorial

Mural Arts Association

The University of the Arts

#### BUSINESS ADMINISTRATION

Vivacqua

#### COMPUTERS

The Franklin Institute

PRWT ComServ Inc.

#### CONSTRUCTION

B&D Contractors

Turner Construction, Co.

#### COSMETOLOGY

Art of Beauty

#### CULINARY ARTS

Rembrandts

The Restaurant School

#### EDUCATION

Anna B. Pratt Elementary  
School

Central East Middle School

Gesu Elementary School

Free Library of Philadelphia

Philadelphia School for the Deaf

St. Mary's Elementary School

Strawberry Mansion  
Middle and High School

#### FASHION MARKETING

Joan Shepp (boutique)

Main Line Models

Sans Appelle Boutique

#### GOVERNMENT

Sen. Vincent Hughes' Office

James Kenney, City Council of  
Philadelphia

#### HOTEL MANAGEMENT

Holiday Inn-City Line Ave.

#### JOURNALISM

Bellvue Communications

*Germantown Courier*

*Philadelphia Inquirer*

*Philadelphia Tribune*

TPI – *Metro*

#### LANGUAGE

University of Pennsylvania

#### LAW

Eli Gabay Esq.

Martha Walters, Esq.

Yancey , Jordan & Assoc.

#### MEDICINE

Children's Hospital of  
Philadelphia

Girard Medical Center

Health Annex of U of P

HealthSouth

Lankenau Hospital

Magee Rehabilitation

NovaCare

Temple University Children's  
Medical Center

Thomas Jefferson University

Transitional Nursing

Wills Eye Hospital

#### TOURISM

Independence Hall Visitors' Ctr.

#### PRODUCTION

Dwayne Grannum Studios

Hideaway Studios

Urban X-Pressions

#### SECURITY

Lincoln Financial Field

#### SCIENCE

Temple Pharmacy School

#### SOCIAL WORK

Center on Hearing and Deafness

Juvenile Justice Center

**GIRARD COLLEGE**  
Senior Project Program  
Sponsor Information Sheet

**Information must be submitted to Mr. Taylor no later than March 5<sup>th</sup>**

**Contact Name:** \_\_\_\_\_

**Internship's Name & Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact's Telephone Number(s):** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Coordinator's Signature:** \_\_\_\_\_

**SLP Schedule, if applicable:**

<b>Day of the Week</b>	<b>Time of Arrival</b>	<b>Time of Departure</b>
<b>MONDAY</b>		
<b>TUESDAY</b>		
<b>WEDNESDAY</b>		
<b>THURSDAY</b>		
<b>FRIDAY</b>		
<b>SATURDAY</b>		



GIRARD COLLEGE  
Senior Service Learning Project

Student Self-evaluation

**Complete and bring with you to your scheduled senior service learning project conference. This is a mandatory form and failure to hand in will result in a one point deduction. You may either write legibly or type on a separate sheet of paper if this space doesn't suffice.**

Student \_\_\_\_\_

Internship Site \_\_\_\_\_

Summarize your internship experience remembering to answer the following questions.

- | 1. Did you                                   | YES   | NO    |
|--|-------|-------|
| a) come away with a clear sense of community | _____ | _____ |
| b) keep and complete the journal?            | _____ | _____ |
| c) keep in touch with your on-site sponsor?  | _____ | _____ |

2. If you were working in an organization, did you feel you were an integral part of that organization? Explain briefly.

3. Did you encounter any problems in carrying out your project or research? If so, how did you handle them, and were they resolved?

4. Would you recommend your particular program site to other students? Please explain briefly.

5. Do you have any advice for students who will be considering a similar project?

6. Do you have any praise, criticism, or possible changes for the Senior Service Learning Project Committee to contemplate as they evaluate the program for the future? For future students?

**GIRARD COLLEGE**  
Senior Service Learning Project Program

Letter to PROSPECTIVE Sponsors

Dear Prospective Sponsor,

On behalf of the seniors, the faculty, and the administration of Girard College, we would like to thank you for your interest in our Senior Service Learning Project.

Girard College is an independent school that requires its seniors to undertake a project, consisting of an internship in an area of interest, a journal, as well as a presentation and conference at the end of the school year. The students must complete this project to the satisfaction of the Senior Project Committee in order to graduate. The projects are student-generated and allow the seniors to encounter the world outside of the controlled setting of our boarding school.

The students will be available for work Monday through Friday afternoons as well as weekend hours if agreed upon. Please remember that this is an unpaid internship.

**The student interns are responsible for the following:**

- Keeping an on-site record of their time spent facilitating their project, consisting of dates, time and tasks performed
- Keeping a journal consisting of personal thoughts and reflections concerning the service learning project experience.

**The sponsors are responsible for the following:**

- Providing the student with learning opportunities in the workplace
- Monitoring the student's progress on given tasks
- Keeping a time sheet (provided by Girard College) of the attendance of the student intern, consisting of the dates attended, arrival and departure leaving.
- Completing an evaluation of the student at the end of the service learning project.
- Holding a pre and post phone interview with a committee member to provide feedback
- Contacting intern's coordinator should problems or questions arise

We know that it is not always possible for students to participate in all aspects of your daily operations; however, our service learning project attempts to have our students experience as many meaningful activities as possible.

We believe that these projects will provide a rich educational experience for our seniors and hope your organization will benefit from the experience as well. If you have any questions, please feel free to contact Mr. Jon Hall, High School Principal at (215) 787-2634. Again, thank you for your time and interest.

Sincerely,  
Girard College Senior Service Learning Project Committee

**GIRARD COLLEGE**  
Senior Service Learning Project

Letter to Approved Sponsor

Dear \_\_\_\_\_,

On behalf of the seniors, the faculty and the administration of Girard College, we would like to thank you for your participation in our Senior Project. We greatly appreciate the fact that you have agreed to allow one of our students to complete their service learning project with you.

Girard College is an independent school that requires its seniors to undertake a project in order to graduate. The projects are student-generated and allow the seniors to encounter the world outside of the controlled setting of our boarding school. Each student is responsible for defining an individual project with the help of a faculty coordinator. The students are expected to keep journals detailing their experiences during the project. They are also expected to hand in a written report and to make a presentation in May. . They will be available for work on Monday through Friday afternoons and evenings. Weekend hours may be available upon mutual agreement.

Included is an intern time sheet for you to keep track of the student's project hours. This time sheet should be returned with final evaluation.

Satisfactory completion of this project is a requirement for graduation; therefore, we ask that you notify the program administrator **immediately** in the event of a problem. If you have any other concerns or questions about expectations or time commitments, please contact Mr. Jon Hall immediately at 215-787-2634.

We believe that these projects will provide a rich educational experience for our seniors and hope your organization will benefit from their presence as well. Again, thank you for your time and effort.

Sincerely,

Jon Hall,  
High School Principal

CC: Girard College Senior Project Committee



**GIRARD COLLEGE**  
Senior Service Learning Project

Sponsor Evaluation of the Senior Project

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

Sponsor's Signature: \_\_\_\_\_

This student has been with you as part of the Senior Project at Girard College. In order to make the program worthwhile for all involved, it is important that our school has a good indication of each student's commitment to the program. Therefore, we would appreciate your taking the time to answer the following questions. The evaluation can be sent through fax, mail or via student in a sealed envelope. When faxing, **please direct evaluation to Mr. Jon Hall fax # at 215-787-2622.**

1. Did the student effectively do the work? YES NO

2. Was the student reliable and responsible in his/her commitments? YES NO

3. Did the student show initiative? If yes, please include specifics

4. Were there any problems with the student or the performance of the student at any time?

5. Would you be willing to participate as a sponsor again? **If not, please tell us why.**

6. Do you have any comments or suggestions, which may help us to improve our internship program?



**GIRARD COLLEGE**  
Senior Service Learning Project

**Contact Information**

Senior Project Administrator: Jon Hall, Principal (215) 787-2634  
Kymelle Clark, Assistant Principal  
(215) 787-2630

Senior Project Co-Coordinators: Richard Leek  
Kelly Gardner  
Ken Taylor

**Sponsors, coordinators and students – Please forward questions, comments and concerns.**

SENIOR PROJECT EMAIL: [seniorprojectcommittee@girardcollege.com](mailto:seniorprojectcommittee@girardcollege.com)

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