

Valley New School
Core Project Forms

Project Proposal Guide
Project Checklist
Project Rubric



Project Proposal Guide

Name _____

Project _____

Follow this guide as you write the proposal for your next project. Remember that a thorough, detailed proposal will lead not only to approval by the advisors but to a successful project!

1. Write a **Rationale** in a narrative style explaining your project topic and why you want to study it. Include how this topic benefits you: How does it help to achieve short-term and/or long-term goals? What standards will it meet? On what skill(s) will you focus during the process (see Rubric)?
 - 50-100 words, 12-point font (such as Times New Roman or Helvetica) and double-spaced
 - Submit for parent and advisor approval

I have read and discussed with my child the Rationale behind this project topic, and I approve further study.

Parent Signature _____ Date _____

I have read and discussed the Rationale behind this project topic, and I approve further study.

Advisor Signature _____ Date _____

2. Complete five to ten hours of **Preliminary Research**.
 - a. Read at least one general overview of your topic to gain broad-scale understanding. (Try an encyclopedia.)
 - b. Create a web of subtopics, related issues, causes/effects, etc.
 - c. Generate a list of open-ended questions that will guide further research.
 - d. Gather relevant sources.

3. Schedule and prepare for a **Proposal Meeting** with your project team.
 - a. Have all project forms in binder: Proposal Guide, Rationale, Project Checklist, Performance Rubric, and project time log.
 - b. Organize Preliminary Research; bring gathered sources.
 - c. Bring ideas for primary resources (experts, field trips, etc.).
 - d. Bring ideas for activities that might be a part of your project process.

Project Title _____

Credit proposed _____ Proposed length of project _____

Student Signature _____ Date _____

Project Team _____, Advisor

Project Checklist

Name _____

Project _____

1. Proposal Phase

___/___/___ Create Project Binder; begin to log time (*Refer to Project Binder Components form in VNS Binder*)

Design Proposal:

___/___/___ Write Rationale including Standards & Focus Skills; get parent & advisor approval

___/___/___ Complete Preliminary Research

___/___/___ **Proposal Meeting/Comments:**

2. Research Phase

___/___/___ Contact expert/primary source; schedule appointment(s)

___/___/___ Read and take notes on all sources; note source information & page number

- Encyclopedia
- Interviews
- Field Trips
- Books
- Magazine/Journal Articles
- Websites
- Video/DVD
- Pamphlets
- Government Documents
- TV/Radio Programs
- CD-ROMs
- Music Recordings
- Works of Art
- Other: _____

___/___/___ Complete Works Cited (MLA format)

___/___/___ Organize notes according to Research Questions

3. Planning Phase

___/___/___ **Advisor Review/Comments:**

Determine Products:

___/___/___ Create sketches, outlines, plans, storyboards, etc.

___/___/___ Complete supply list

Project Checklist *(Continued)*

4. Production Phase

__/__/__ Create & number first drafts of all products

Revision:

Repeat until quality is achieved!

__/__/__ Self-revise all products
____ Read & revise idea/content
____ Read & revise structure/organization
____ Read & revise for Communication & Focus Skills

__/__/__ **Advisor Review/Comments:**

Editing:

Repeat until quality is achieved!

__/__/__ Self-edit all products
____ Read & edit fluency/transitions
____ Read & edit word choice
____ Read & edit conventions

__/__/__ Peer Review: Have reviewer sign, date & write suggestions on draft; make changes

__/__/__ Parent/Adult Review: Have reviewer sign, date & write suggestions on draft; make changes

5. Pre-assessment Phase

__/__/__ Send thank-you note to primary resource

__/__/__ Calculate total project hours

__/__/__ Revise standards, if necessary

__/__/__ Create project slide in electronic portfolio; save related work and create hyperlinks

__/__/__ Organize all project components in project binder

__/__/__ Write End-of-Project Analysis (*Refer to guide in VNS Binder*)

__/__/__ Plan & practice presentation (*Refer to Assessment Preparation Guide in VNS Binder*)

__/__/__ **Advisor Review/Comments:**

6. Assessment Phase

__/__/__ Fill out Progress Chart

__/__/__ Make copy of rubric & standards for your advisor

__/__/__ Display product(s) with your name, title & typed summary of project

Project Rubric

Name _____

Project _____

| | | | | |
|---|---|--|--|---|
| Process | <i>Thoroughly completes all items on Project Checklist All components present</i> | <i>Completes all items on Project Checklist</i> | <i>Missing items on Project Checklist</i> | <i>Minimal use of Project Checklist</i> |
| Time Management | <i>Uses time constructively and efficiently; meets all deadlines & stays on task with no prompting</i> | <i>Satisfactory use of time; meets most deadlines & stays on task with little prompting</i> | <i>Adequate but Inconsistent use of time; meets some deadlines & requires frequent prompting</i> | <i>Uses time unproductively; meets few or no deadlines & completes few tasks independently</i> |
| Documentation | <i>Keeps consistent, detailed log of time spent, including thorough analysis of all processes and learning</i> | <i>Keeps consistent log of time spent, including analysis of process and learning</i> | <i>Keeps inconsistent log of time spent, lacking analysis of process and learning</i> | <i>Keeps minimal documentation</i> |
| Research | <ul style="list-style-type: none"> • Uses & cites variety of resources, including effective use of live expert • Keeps & organizes notes • Demonstrates critical analysis of sources | <ul style="list-style-type: none"> • Uses & cites multiple resources, including live expert • Keeps & organizes notes | <ul style="list-style-type: none"> • Uses limited resources with inconsistent citation • Keeps notes | <ul style="list-style-type: none"> • Uses minimal resources • Keeps few or no notes |
| Thinking | <i>Project demonstrates analysis, synthesis, and/or evaluation</i> | <i>Project demonstrates application</i> | <i>Project demonstrates knowledge & comprehension</i> | <i>Project demonstrates minimal thought</i> |
| Communication <i>(Circle one; write skill below)</i> Writing Reading Speaking | <i>Project demonstrates advanced skill:</i> | <i>Project demonstrates proficient skill:</i> | <i>Project demonstrates basic skill:</i> | <i>Project demonstrates minimal skill:</i> |
| Product Quality | <i>Product(s):</i> <ul style="list-style-type: none"> • Displays professional craftsmanship • Shows creativity • Reveals examination/analysis of research • Shows intention | <i>Product(s):</i> <ul style="list-style-type: none"> • Displays quality craftsmanship • Satisfactorily expresses ideas and research | <i>Product(s):</i> <ul style="list-style-type: none"> • Displays developing craftsmanship • Adequately expresses ideas | <i>Product(s):</i> <ul style="list-style-type: none"> • Displays poor craftsmanship • Expresses few or no ideas |
| Community Membership | <ul style="list-style-type: none"> • Participates successfully & enthusiastically in VNS program • Models & encourages successful behaviors | <ul style="list-style-type: none"> • Participates successfully in VNS program | <ul style="list-style-type: none"> • Developing skills for successful participation in VNS program | <ul style="list-style-type: none"> • Negatively impacts self & VNS program |
| Focus Skill <i>(Write specific skill below)</i> | | | | |

