

The Rite of Passage to your Project's Final Approval

Once you have received word from your Primary Advisor that your project has been approved, you need to do the following:

- Make any changes to your Proposal that your Primary Advisor indicated and have it approved by your Primary Advisor. After which,
- E-mail your On-Site Advisor(s) an updated copy of your Project Proposal via an attachment. In that e-mail you must “carbon copy” your Senior Seminar Primary Advisor. The purpose in doing this is two-fold:
 - a. To make certain that your On-site Advisor is completely aware of the requirements of your project, and
 - b. To allow your Primary Advisor to “bookmark” the OSA’s e-mail address for communication purposes. Once this has been done, your Primary Advisor will be in contact with your OSA to verify his/her participation in your project.

The date of your e-mail to your On-Site Advisor and your Primary Advisor with your Proposal attachment will be the formal date of your Project’s approval. You will receive an official form from your Primary Advisor indicating the date of your project approval. The date of this e-mail, unless prior arrangements have been made, is the date that you may begin on your journey of your Senior Seminar Project and documenting the hours needed for successful completion.

The Senior Team has given you a suggested written script below for you to use for your e-mail communication with your OSA. You may use it, or paraphrase it, however it must contain the information indicated.

Sample script:

Dear ____ (On-site Advisor’s Name) ____

Thank you for agreeing to be my On-site Advisor for my Senior Seminar project—a 100-hour project that is a graduation requirement at New Albany High School. I am looking forward to learning from your expertise in hopes of fulfilling my passion through my project. The role of an On-site Advisor is that of a “coach”. While it is completely my responsibility to execute, facilitate, and complete my project, I hope to be able to depend upon you for guidance and assistance throughout this procedure and learn from your first-hand knowledge.

In this e-mail I am also “copying” my Primary Advisor at New Albany High School. My Primary Advisor’s name is ____ (list name) ____ and his/her (choose one) e-mail address can be bookmarked with this e-mail. If at any time, during the course of my project you have any questions regarding my progress, you are free to contact him/her (choose one) for discussion. In addition, my Primary Advisor may be contacting you periodically to get your perspective on my project process.

At the conclusion of my project, you will receive a message from my Primary Advisor asking you to complete an electronic, on-line survey of the Senior Seminar Project in

general and my performance in completing my project. It will take only a few minutes to complete and it will aide the Senior Team in evaluating the project process.

Once again, thank you for your willingness to be my On-site advisor; I look forward to beginning my project soon. In the meantime, if you need to contact me, you may use this e-mail address or call me at (home phone) or (cell phone).

Sincerely,

Your name

On behalf of the Senior Team, we wish you success as you embark on your Senior Seminar journey. Keep in mind that *you* are responsible for *you*...your project is what *you* make of it. Make it a great one...

Sincerely,

The Senior Team

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