

OTTO-ELDRED



GRADUATION
PROJECT
REQUIREMENTS

All graduation project requirements must be completed by the end of the student's senior year. The principal reserves the right to restrict any senior from participating in graduation ceremonies if he or she doesn't submit necessary requirements in a timely manner.

1. Each student must complete a resume and cover letter AND a job application or college application that is consistent with the student's proposed career path. (Target deadline: March of senior year)
2. Each student must complete 20 hours of Community Service. These 20 hours of service are to benefit individuals or agencies in the community. A log must be kept of your hours of service. A brief description of each activity must accompany the log. Activities to be used for Community Service hours must have pre-approval by the principal or guidance counselor. (Target deadline: March of senior year) *Note: students may begin accumulating community service hours starting in his or her sophomore year.

Criteria for Community Service:

- a. Hours may not benefit student or relative directly.
- b. Hours must be completed on the student's own time. Rare exceptions may exist for hours to be completed during the school day.
- c. The High School Principal will have the final say in what may count toward a student's hours.
- d. Hours cannot come from activities that are a part of the duties for an extracurricular or co-curricular school position the student holds.

A student may substitute up to 10 hours of pre-approved Job Shadowing for 10 hours of community service. This Job Shadowing experience must be approved through the guidance office or principal's office. A written description of the experience must be submitted as part of the project. Job shadowing a teacher at O-E would not be considered acceptable.

3. Panel Interview: In spring of the senior year, all students will be required to participate in a mock interview. Community business representatives will facilitate the interviews and rate each participant on a rubric. Students will be rated on appropriate dress, interview skills, voice, eye contact, and other criteria that are consistent with industry expectations. (Target deadline: April of senior year)