

Senior LIFE Project

Reflection & Time Log Guidelines

PURPOSES OF DOCUMENTATION

The Reflection Journal asks you to explain, reflect on, and evaluate your work and learning throughout your project. The Time Log requires that you describe and authenticate your work. Your written documentation of your project will be preparation for your presentation and is a required part of the Senior LIFE Project. The documentation must meet published standards before you will be cleared to present and pass your project.

GENERAL INFORMATION:

- All project hours must be logged according to these instructions in order to be accepted by your teacher.
- Keep track of hours and thoughts as you go. Do not rely on your memory of work accomplished several days or weeks ago.

ACADEMIC HONESTY: We trust you to be honest about describing and accounting for the work you have completed. If you describe work that has not been done, then you have cheated and will face the consequences outlined in the Life School Code of Conduct. This will affect grades and possible graduation events. Honesty is always the best policy.

REFLECTIVE JOURNAL GUIDELINES

Each question should be answered as follows:

- LENGTH:
 - Well-developed paragraph, single spaced, typed, 12-point font
 - *Each reflective journal will be a compilation of **five** well-developed paragraph responses.*
 - *Each journal will be roughly 1 – 1 ½ pages in length.*
- CONTENT:
 - Answer all parts of question
 - Tell a story: include specific details of project experiences.
 - Each journal should cover about 5 hours of project work time.
 - Consider the big picture
 - Avoid repetition: similar questions asked at different stages in the project should produce different answers.
 - In summary, the questions intent to have you reflect on what you have done, where you are at, what is your process thinking, and what's next.
- STYLE:
 - First-person narrative and reflective style
 - Show who you are and who you have become through completing your project

Reflective Journal #1 (After about 5 hours of work)

1. Please review your approved project proposal prior to completing this task. What progress have you made *during this work period* toward achieving the learning goals and completing the tasks you chose? Describe the evidence you have to substantiate your response. (The evidence described should correspond to the Time Log.)
2. How do you rate yourself during this period in terms of being self-directed, staying on task, and striving to produce your best work? Explain your rating by reflecting on each of the criteria in the previous sentence.
3. A valuable life skill is setting goals that you work to attain. What goals have you set for the *next* work period of the project? What actions must you take in order to accomplish your project goals?
4. The ability to locate and analyze information is an essential life and academic skill. How have you identified and located information that you need in order to accomplish your project goals? What criteria did you use to evaluate or analyze the information that you found?
5. Communication is a crucial life skill. In what ways have you used communication skills with others outside of the building to set up your project (mentors, participants, supervisors, etc.)? How have you adapted to the communication styles of other people?

Reflective Journal #2

1. Please review your approved project proposal prior to completing this task. What progress have you made *during this work period* toward achieving the learning goals and completing the tasks you chose? Describe the evidence you have to substantiate your response. (The evidence described should correspond to the Time Log.)
2. How do you rate yourself during this period in terms of being self-directed, staying on task, and striving to produce your best work? Explain your rating by reflecting on each of the criteria in the previous sentence.
3. A valuable life skill is setting goals that you work to attain. What goals have you set for the *next* work period of the project? How do those goals compare or contrast to the goals you set for this work period?
4. Taking personal responsibility is the attribute of a mature person. What is an example of when you had to make a personal choice and accept its consequence(s) for your project? How did that choice affect you or your project?
5. Working closely with others is a vital life skill. How have you worked with and adapted to other people in the context of your senior project? What challenges have you encountered in working with others and how have you overcome them?

Reflective Journal #3

1. Please review your approved project proposal prior to completing this task. What progress have you made *during this work period* toward achieving the learning goals and completing the tasks you chose? Describe the evidence you have to substantiate your response. (The evidence described should correspond to the Time Log.)
2. How do you rate yourself during this period in terms of being self-directed, staying on task, and striving to produce your best work? Explain your rating by reflecting on each of the criteria in the previous sentence.
3. A valuable life skill is setting goals that you work to attain. What goals have you set for the *next* work period of the project? How have your goals evolved throughout this project?
4. A powerful personal attribute is the ability to face challenges and find solutions. Please explain an unforeseen obstacle that arose in your project, or perhaps a mistake that you made. How did you persevere through this obstacle or learn from this mistake? How have your actions demonstrated this attribute?
5. A valuable life skill is maintaining balance. Now that you are close to completing your project, how did you balance your senior project responsibilities with the rest of your life? What worked well? What did not? What would you change if you were to do it again?

Reflective Journal #4

1. Please review your approved project proposal prior to completing this task. What progress have you made *during this work period* toward achieving the learning goals and completing the tasks you chose? Describe the evidence you have to substantiate your response. (The evidence described should correspond to the Time Log.)
2. Senioritis might be kicking in. Can you feel it? How will you remain self-directed, stay on task, and strive to produce your best work?
3. What are four adjectives to describe your learning from this project thus far? Explain why each was chosen.
4. Characters in literature often change, grow, or learn something along their journey. Real life is the model for that. How have you changed, grown, or what have you learned so far from working on the Senior LIFE project? Where do you see yourself upon final completion of the judged presentation?
5. It is almost time to share your product and presentation with the judging panel. What goals have you set for the remaining work of your senior project? What actions must you take in order to achieve those goals? What are your concerns about the final tasks ahead of you? How will you attack these concerns?

TIME LOG GUIDELINES

Once again, keep track of your hours as you go. This task will become one of polishing already-existing data rather than creating new documentation after the fact. Keep this saved in more than one place (i.e. electronic and hard copy). Keep all evidence together and be prepared to share it when it is required.

- Copy the table into a Word or other text document and save your own version.
- Add rows to the table as necessary to accommodate the work you have completed.
- Keep to the rule of one line per day. Do not bundle work from multiple days together into one line on the table.
- Make your description detailed enough that teacher can easily imagine the work taking as long as you claim it did.
- Focus your description on *your* work, *your* efforts, *your* observations, not on another person's.
- A sample work log is included below.

TO-DO List TASK	Date of Work	Hours Worked	Description of activities/tasks	Evidence of activities/tasks*
			TOTAL HOURS FOR THIS LOG:	
			CUMULATIVE HOURS:	

*Describe the evidence you have of this work OR provide a mentor/expert signature to verify the work.

Example:

TO-DO List TASK	Date of Work	Hours Worked	Description of activities/tasks	Describe the evidence you have of this work OR provide a mentor/expert signature to verify the work.
Research	2/15/16	1.5	Searched for local organic farms; made phone calls to farm managers to ask about internships	Log and notes from phone calls
Internship	2/20/16	3.0	Attended orientation at GrowGreen farm; toured farm; learned about entry level jobs	Pictures of farm; tour notes
Meeting	2/27/15	1.0	Project meeting with GrowGreen	(mentor signature)
			TOTAL HOURS FOR THIS LOG:	5.5
			CUMULATIVE HOURS:	7.0