**Senior Deadlines Checklist**

**June 2016 Graduation**

**If you miss one deadline you will need to set up a conference with your advisor to explain why and create a plan. Failure to meet a second deadline will result in coming before staff to determine your graduation status.**

Submit Senior Project Concept to Advisor **September 18**

**Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Concept returned with staff feedback **September 25**

**Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Identify Community members, convene the first meeting and give signed copies of the final revision of the Senior Project Proposal to Office Secretary, School Counselor and committee members. **November 6**

**Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Submit Personal Reflection Essay & Resume to the School Counselor* November 20**

Provide written summary of work to date to committee members and confirm that the students on the committee are in good academic standing **January 15**

**Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Visit Ext. Classes to update them on your progress “Senior Showcase” **January 22**

**Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Submit drafts of written portions of project, including senior journal for Advisor to review and provide feedback **March 24**

**Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Schedule Final Senior. Project Committee Meeting & advise Office Secretary **April 29**

Deliver project materials to committee members **10 days before meeting**

Meet with SWW advisor to plan final meeting and rehearse presentation **As scheduled**

Last day to hold final Senior Project Committee meeting **May 31**

Submit original Committee member reports and copy/pictures of project to office.

**Three days following meeting**

Student ***MUST*** participate in Senior Project Exhibition Night and Day**June 9 & 10**