

**OPEN SPACE ADVISORY COMMITTEE
STAFF REPORT**

MEETING DATE: October 17, 2016

AGENDA ITEM NUMBER: 3F

STAFF: Ann Bollinger, Open Space Administrator

REQUEST: For Possible Action: To add a non-voting seat for a high school student intern of the Open Space Advisory Committee.

GENERAL DISCUSSION: Per the request of Vice Chair Welch, staff would like to introduce an opportunity to add a non-voting seat for a high school student intern of the Open Space Advisory Committee. The concept is to provide a unique option for a Senior Project. Discussion topics may include the process to accept applications and conduct interviews as well as the appointment of a Committee member to serve as the student's mentor. Attached, please find a few materials that students are required to complete for their project.

RECOMMENDED ACTION: I move to add a non-voting seat for a high school student intern of the Open Space Advisory Committee.

Project Brainstorming Page

The best projects are the ones in which the student has a great interest or desire. Do not think about HOW you will do the project or WHO your mentor will be at this point or WHAT your research topic will be. Just brainstorm possible areas in which you have a great interest. Be prepared to enter Uncharted Territory!!

What are some things you've always wanted to know about or do?

- 1.
- 2.
- 3.

From those things, what could you make, build or create?

- 1.
- 2.

What careers have you always wanted to know about or experience?

- 1.
- 2.
- 3.

What could you make, create, or do after an experience in a career area?

- 1.
- 2.
- 3.

What charities or causes do you care about or would you like to learn more about?
How could you do so?

- 1.
- 2.
- 3.

Senior Project Proposal

Contents of this book:

- Overview of the proposal
- Example of a cover page
- Example of blank form, page one
- Example of blank form, page two
- Example of blank form, page three

Checklist for student and parent:

- Do you have a cover page with your name and the other required elements?
- Do you have the Project Task Analysis form?
- Do you have the Project Cost and Mentor Information form?
- Do you have the Learning Stretch form?
- Have you proofread your work carefully?
- Has your mentor signed the Mentor Information form?

Senior Project Proposal Information

After your letter of intent is approved, your next step will be to complete the Senior Project Proposal. Filling in this form will give you the opportunity to examine in more detail your plans for the project portion of your Senior Project. On this form, you will explain in detail the project you would like to undertake, the costs involved, the necessary steps entailed, and the project timeline.

Your proposal will have a cover sheet.

You will also be asked at this time to enlist the assistance of a mentor. This mentor will be an ally to help direct you to resources, figure out problems associated with your project, and assist you in whatever ways you two agree on. This person should have experience and information in the area you are studying. **In addition, the mentor may not be a member of your family.**

Breaking your project into definable steps will make the process much easier for you. Setting up a timeline will help you begin and assist you in continuing to make progress throughout the time allotted for the project. Figuring out how much this project is going to cost may keep you from running into problems later in the project. If you put some time and effort into planning at the beginning, you will find the process of completing your project much easier to handle.

The form for the Senior Project Proposal is included in this booklet, and you may use it as a worksheet. The actual form you will fill out to submit to your Senior English teacher may be downloaded from the Senior Project link on the Carson High School Web site: www.carsonhigh.com. Be careful to delete extra spaces so that the three pages keep the formats shown on the following pages with the page header at the top of the page.

The Senior Project Proposal consists of four pages of information, each of which must be completed:

- Project Task Analysis with Timeline
- Project Cost
- Obstacles and Learning Stretch with Signatures
- Mentor Information Form

Page Four: Mentor Information Form

Senior's Name _____ Date _____

Mentor's Name _____ Home Phone _____

Cell Phone _____ Work Phone _____ Email _____

This form should be filled out by the Mentor:

What is your expertise in the area the student is studying?

How long have you known this student and in what capacity?

When you reviewed the proposal with the student, what advice did you give him/ her about the calendar plan?

What advice did you give him/ her about the cost analysis?

In what way would you change or modify the project OR what problems do you foresee the student might have?

Mentor Signature _____ Date _____

Parent Signature _____ Date _____