

# Benedictine High School



Class of 2025  
Project Real  
Senior Project

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# Project Real Timeline

## Task

## Due Date

Research possible worksites

BEFORE APRIL

### **Project Real Form Statement of Purpose and Signature Page**

Wednesday, April 16th

The Form is designed to show THE FINAL worksite the student has chosen. Unless extreme circumstances present themselves, the student is expected to carry out the program at this worksite. Fill out the form at: [Project Real Form and Statement of Purpose](#)

The Statement of Purpose Page is designed to verify that the Student, Parent, and Sponsor understand the project and objectives. See Page 4. This form is due by the end of the day on April 16<sup>th</sup>.

### **Project Real Experience**

May 15<sup>th</sup>-22<sup>nd</sup>

Students will carry out the program during this week. Students will be monitored by Faculty Mentor advisors via phone, email, and possible on-site visits. **Students are required to track their daily time through DAILY REFLECTIONS and TIME TRACKING Sheet (included in this packet)**

### **Project Real Reflection**

Friday, May 23<sup>rd</sup>

Students will turn in a completed reflection (PowerPoint presentation). Failure to complete this reflection could result in withholding the student from graduation exercises. DAILY REFLECTIONS and TIME TRACKING Sheet is due at this time.

# Project Real Rationale

Project Real is designed to provide seniors with the opportunity to work on a meaningful, independent project within a career that interests them.

This project will take place May 15<sup>th</sup>-22<sup>nd</sup>. The rationale for the project is as follows:

1. Receive hands-on experience in a work field that interests the student.
2. Develop the following:
  - a. Work ethic
  - b. Professional interactions
  - c. Self-discipline
  - d. Preparation and planning
3. Have students provide community service.
4. Encourage students' individual pursuits of personal interests.

## **Note from the Counseling Department:**

During the students' time at Benedictine, we had several conversations about careers, colleges, and interests. We strongly believe that students should find a career in a field that they find interesting, intriguing, and possibly fun. It is our hope as students are preparing to go into the next phase of their life that this experience will give them valuable insight into a potential future career field.

## **To Project Real Work Sponsor:**

Thank you for helping our students experience a short time in your career field. You play a vital role in the formation of the student with whom you are working. We look forward to hearing from the students about all the wisdom and experience that you have helped them obtain. If you have questions or concerns, please contact Matt Hamburg by email at [hamburg@cbhs.edu](mailto:hamburg@cbhs.edu).

# Project Real Student Expectations

1. All Students are expected to communicate with a chosen sponsor and set up the needed accommodations.
2. Project Real is not a paid experience. Any student who receives payment for this experience will jeopardize his graduation.
3. Students should seek placements in a professional, career-oriented nature. This is an opportunity for the students to shadow someone in the adult professional world and gain as much insight from this experience as possible.
4. Sponsors cannot be a member of your immediate family. You may work in the same place as a member of your immediate family, but with a different sponsor.
5. Each student is expected to submit the necessary paperwork on or before the assigned dates. Late submissions will not be tolerated. Students who fail to turn these forms in on time will be assigned maintenance roles at Benedictine High School for the length of Project Real.
6. If the Project Real location changes after April 16<sup>th</sup>, you must notify the Project Real coordinator (Hamburg) and complete all required paperwork again.
7. Every student is expected to work on his independent project for a total of 35 hours during the week-long experience. These hours can accumulate in a few ways, as long as 35 hours of experience is completed.
8. All students should complete the questions from the Project Real Reflection. The answers to these questions will help form your presentation (Google Slides or PowerPoint). The presentation will take place on Friday, May 23rd.

# Project Signature Page

*DUE Wednesday, April 16th, 2025, to Faculty Mentor*

Student Name \_\_\_\_\_

I have completed the Form and Statement of Purpose at: Project [Real Statement of Purpose](#)

Student Signature \_\_\_\_\_

Work Sponsor (Print) \_\_\_\_\_  
First Last

Occupation \_\_\_\_\_

## Sponsor Approval

- I have reviewed the Project Real Rationale and Timeline for this project.
- I understand that the student has a statement of purpose which I can request to gain more insight into his goals of this project.
- I believe that I will be able to help this student explore the career field listed above.
- I understand that I will receive emails to verify the students reported time with me.
- I understand that I may be contacted by a Benedictine Faculty member to verify my email and activities a student has completed.
- I will notify the school if there are any concerns or issues with the students' project.

***SPONSOR SIGNATURE*** \_\_\_\_\_

***SPONSOR EMAIL*** \_\_\_\_\_

## Parental Approval

I approve my son's sponsor and activities as he has proposed. I understand that he has created a statement of purpose and has been instructed to keep a copy for his records and for me to review if I choose.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## Required Online Form

### Form and Statement of Purpose: (Due April 16<sup>th</sup>, 2025)

The questions for the Statement of Purpose are:

1. What are your reasons for choosing this experience? List two reasons.
2. List three goals that you intend to accomplish during your experience.
3. List in as much detail as possible specific activities, experiences, and tasks you and your sponsor have mapped out for you.
4. Give a general work schedule that you plan to keep during the program. Remember, it must total 35 hours during the week of the program.

### Daily Reflections and Time Tracking - (Sheet Attached)

1. Fill in the Claim Hour's section.
2. Fill in the Comments Section (This is your daily reflection)  
Comments must be 3-5 sentences in length per day.
3. MUST be signed by your Work Sponsor and Faculty Mentor.
4. Email to your Faculty Mentor or print out and bring with you on the May 23<sup>rd</sup> for your REFLECTIONS PROJECT PRESENTATION.

# Project Real Reflections

**Step 1:** Record your daily time on the Daily Reflections and Time Tracking Sheet. You must include a daily reflection of 3-5 sentences. For this reflect on any of the below questions.

**Step 2:** Create a presentation to facilitate a report to your Faculty Mentor. Your PowerPoint presentation should address at least the questions below. The result will be a 7-10 slide PowerPoint presentation. You will bring this with you on Friday, May 23<sup>rd</sup>, 2025, to present it to your assigned Faculty Mentor.

## Day One

What were your initial feelings about the experience?

How were you welcomed?

Were you comfortable? Nervous?

Did you know your sponsor beforehand?

## Personal Relations

How were you treated?

How did people treat one another?

Was the atmosphere friendly?

## Schedule

Was there enough for you to do?

Did you work alone?

Were you more energetic in the morning or afternoon?

Were you at a desk, or were you mobile?

Did the days pass quickly, or did they drag on?

## Type of Work

What type of work did you do? (research, filing, physical tasks etc.)

Did you prefer any of the tasks over the others?

Any tasks that were your least favorite?

## Career

Although it was only a little more than one week, could you see yourself making a career in this field?

Why or why not?

## Experience

What was the best thing about your experience?

What was the worst?

Would you recommend this place of business for a later shadowing experience?



# Project Real - Daily Reflections and Time Tracking

Name \_\_\_\_\_ Signature \_\_\_\_\_

Work Sponsor Signature \_\_\_\_\_

Faculty Mentor Signature \_\_\_\_\_

## May 15<sup>th</sup>

Contact Hours –

Reflection -

## May 16<sup>th</sup>

Contact Hours –

Reflection -

## May 17<sup>th</sup>

Contact Hours –

Reflection -

## May 19<sup>th</sup>

Contact Hours –

Reflection -

# Daily Reflections and Time Tracking

**May 20<sup>th</sup>**

Contact Hours –

Reflection -

**May 21<sup>st</sup>**

Contact Hours –

Reflection -

**May 22<sup>nd</sup>**

Contact Hours –

Reflection -

**Other Days Used**

Contact Hours –

Reflection -

## Communication with Worksites

It is important to present yourselves in a professional manner when communicating with businesses and workplace professionals. Be direct, polite, and clear with your expectations. Ask your questions and request a reply, whether you are sending an email or speaking on the phone. You should not text an adult in the workplace when you are unfamiliar with them, even if you have their number. A phone call is more appropriate if you do not have an email.

Example:

Good Morning/Afternoon –

My name is Matt Hamburg, and I am a senior at Benedictine High School. As part of our Senior Project, the class of 2025 is being asked to shadow an individual in the business world in order to garner valuable workplace experience in a field that is of particular interest to us. I am interested in becoming a nurse and was wondering if you could direct me to a member of your organization that might help me in this regard. I am required to accumulate 35 hours of contact in the spring, and no later than May 22<sup>nd</sup>, 2025. I am available to discuss the Project Real further at your convenience. Thank you in advance.

-Matt Hamburg  
BHS Class of 2025