

DEFINITION OF TERMS

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BROCHURE-a word-processed pamphlet that contains information on a career. Information should include career descriptions, potential earnings, educational requirements, employment opportunities, and other related information.

BUDGET-a plan that addresses the financial obligations of your project. It has two aspects: preliminary and final.

EVALUATION COMMITTEE- a panel of faculty and/or administrators that will assess the various components of the project.

FRAUD- lying or providing false or inaccurate information about your project.

INCOMPLETE PROJECT- any project that has been judged to be lacking in sufficient documentation to prove completion.

JOURNAL ENTRY- informal, hand-written, lengthy, chronological documentation of the project.

MENTOR- an assigned member of the faculty who guides the student through the graduation project.

ORAL PRESENTATION- a final, spoken description and defense of all aspects of the project.

PLAGIARISM- using the ideas, thoughts, or words of someone else without giving them credit. Copying material directly from sources without proper citation.

PORTFOLIO- a collection of all materials, assembled by the student, that pertain to the project.

PROJECT- a well-organized program developed and implemented by the student that demonstrates significant knowledge and understanding. The project includes planning, research and/or activities, and concludes with written and oral presentations.

PROJECT TOPIC- a student selected area of interest that demonstrates depth, focus, and career considerations, and showcases the student's interest and skills.

PROPOSAL- a written statement of the project's topic and scope.

REFLECTIVE PAPER- a word-processed document that follows the same guidelines as the written component. It should contain self-reflection, thoughts on the shadowing experience, insight and knowledge gained, etc. It should be more than one page in length.

RESEARCH- any information or data gathered for the project.

RESEARCH PAPER- an in-depth, written paper that provides specific details of a focused topic. Research papers include citations. The research paper is separate from, and in addition to, the written component.

RESOURCE PERSON- an expert on the topic chosen for the project, who will offer advice to the student during work on the project. Resource persons must have prior approval.

RUBRIC- a set of standards used to evaluate the project.

SELF-REFLECTION- a written or spoken reflection that relays the student's assessment of his/her frustration, problem-solving, growth, etc. during the course of the project.

TIMELINE- an approximate, chronological plan to meet project deadlines. An actual, itemized accounting of the time spent on the project.

WRITTEN COMPONENT- a final, typed report of all aspects of the project.