

# 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.