


SENIOR EXPERIENCE PROGRAM  
 NOTRE DAME HIGH SCHOOL  
 CLASS OF 2016



**NOTRE DAME**  
 High School  
 — Fairfield —  
 Building Character, Faith and Intellect

### Objectives ...

- The Senior Experience project will:
  - Serve as a model for learning in the future
  - Allow students to explore an interest or desire
  - Give a different kind of learning experience
  - Put knowledge and skill into practice
  - Help with direction and focus for the future
  - Prove that learning happens everywhere – even outside of the classroom

### Possible Projects

- Internship with an organization, corporation, or non-profit
- On-going community service project

### Possible Projects

- Education – Kindergarten, First Grade, Fifth Grade, Art Class, Guidance Office, CCSU, SHU
- Health Care – Hospital Lab, Hospital OR, Doctor's Office, School Nurse's Office, Dental Hygienist, OT Center, Physical Therapy
- Law – Attorney's Office, Housing Authority
- Government – US Army Recruiting Office, West Haven Fire Department

### Possible Projects

- Other – Nature Center, Interior Design Studio, Real Estate, Print Shop, Beardsley Zoo, Bridgeport Theatre Company, Fashion Design, Personal Training, Red Cross, Public Radio, Industry, Event Planning, Maritime Aquarium, Veterinarian's Office, Robert Taylor Photography

### Timeline

- September – informational meetings
- Now to early December – Students identify and design internship, complete proposal, obtain internship sponsor and parental permission
- Proposal Deadline: early December
- Selection Committee determines eligibility: after mid-terms
- Acceptance Letters Mailed: late January

## Timeline – Part 2

- Last day of exams for participating students: April 29
- Experiential Phase: May 2 – May 27
  - (AP exams?)
- Presentation Dates – May 31 – June 1
- Senior Experience Program Fair – June 1
- Graduation – June 3

## Grading

- Pass/Fail
- Students will not receive a diploma if signed up to complete a project and fail to do so.

## Requirements

- Completed and signed proposal – due December
- Email faculty mentor weekly with daily journal entries
- Have weekly time sheets signed by sponsor
- Submit project feedback form, one page reflection, time sheets, and supervisor's final assessment
- Five minute presentation with visuals for SEP committee
- Participate in the SEP Fair

## Supervision

- Students must obtain a
  - Faculty mentor (ND staff member willing to advise you)
  - SEP sponsor (your "boss" at your internship or service program).
    - Students are responsible for obtaining their own sponsor.
    - Sponsors can be found through neighbors, friends, family contacts, ND contacts, cold calls.
    - A family member can not be a sponsor.

## Eligibility

- Passing grades in all classes – after mid-terms
- Minimum 2.0 GPA
- Record of good attendance and punctuality
- No record of disciplinary problems
- Parental approval
- Endorsement by Senior Experience Selection Committee

## Details

- 30 hours per week – 120 hours total
- Can not be paid for work
- Can still participate in sports and activities
- If you don't participate – classes/exams as usual



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Proposal Packet

Due no later than Friday, December 4, 2015

(Late applications will not be considered)

220 Jefferson Street – Fairfield, CT 06825 – (203) 372-6521 – [www.notredame.org](http://www.notredame.org)

*Building Character, Faith and Intellect*

**Notre Dame High School Senior Experience Proposal**

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

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company/ Institution where you will be interning/volunteering:

\_\_\_\_\_

Can they provide you with 30 hours/week of work? \_\_\_\_\_

Can you commit to working May 2 – May 27? \_\_\_\_\_

Contact Person/On-Site Mentor (Supervisor):

\_\_\_\_\_

Site Address: \_\_\_\_\_

Site Phone Number: \_\_\_\_\_

On-Site Mentor's Title or Position: \_\_\_\_\_

On-Site Mentor's Phone Number: \_\_\_\_\_

On-Site Mentor's Email Address: \_\_\_\_\_

Is this a paid internship? \_\_\_\_\_ (NOTE: Internships CAN NOT be paid)

Is your On-Site Mentor a Family Member? \_\_\_\_\_

Notre Dame Faculty Mentor: \_\_\_\_\_

Current GPA: \_\_\_\_\_

Disciplinary Issues? \_\_\_\_\_ Attendance/Tardiness issues? \_\_\_\_\_

If yes (to disciplinary issues/attendance issues), please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*Please Circle Appropriate Career Cluster:*

Agriculture/Food/Natural Resources

Liberal Arts

Education

Government/Public Administration

Hospitality and Tourism

Manufacturing

Science/Math/Technology/Engineering

Architecture/Construction

Technical Trades (Plumbing, Heating, Electrical, Mechanical/Automotive work)

Trades in the service industry (Cosmetology, Aesthetics, Hairdressing)

Finance/Accounting/Stocks

Religious/Community Service

Medical and Health Services

Human Services/Social Work/Counseling

Public Safety /Corrections & Security

Marketing/Sales

Transportation

Restaurant/Hotel management

Retail sales/ Fashion/ Fashion Merchandising

Journalism/Film /Entertainment

Art/Jewelry making/Sculpture/Photography/Music

Computer Tech/Graphic Design/Computer Programming

Law/Pre-Law/legal assistant/court reporter

Human Resources/ Administrative/ Clerical work

Other\_\_\_\_\_

### Senior Experience Site Information

Please attach **typed responses** to the following questions.  
Please ensure your responses adequately answer each question.  
Remember, your application will be reviewed for approval.

- A. Please describe the company, institution, or person you are working for.
- B. What are your sponsor's expectations of you as an intern/volunteer?
- C. What do you hope to learn from this internship/volunteer experience?
- D. What is the dress code for your site?
- E. What do you do if you miss a day of your internship/volunteer program? Who do you notify if you are sick or are running late? How will you make up missed work?
- F. What are your work hours? What will your schedule look like weekly?
- G. Why did you select this internship/volunteer program?
- H. Will you be able to complete a weekly journal, update your ND Faculty Mentor of your progress, complete a final presentation, and participate in the Senior Experience Program Fair in early June?

*I am aware of the requirements, daily tasks and duties of the ND Senior Experience Program. I plan to work as an intern or volunteer, without pay, for a company, organization or individual unaffiliated with Notre Dame High School. I realize that obtaining transportation to and from the senior experience site is my sole responsibility. I must attend 30 hours per week from May 2 to May 27, complete weekly journal assignments, keep in contact with an ND Faculty Mentor, complete a time sheet, write a final reflection paper, create a final presentation for the project and present at the Senior Experience Fair.*

*I am aware that the Senior Experience Project is Pass/Fail, and I will not receive a diploma if I fail to complete this project. I am aware that acceptance into the Senior Experience Program is based upon good attendance, punctuality, minimum of a 2.0 GPA, clean discipline record and passing grade in all classes. Students are selected by Senior Experience Committee after completing this entire packet and submitting it.*

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Student's Signature

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Date

## ON SITE MENTOR AUTHORIZATION PAGE - (1)

### ND Senior Experience Signature Pages

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

#### ON SITE SPONSOR/MENTOR

This Notre Dame High School senior student has met with me to discuss the purpose and goal of his/her senior experience. I agree that the student will be working under me for no fee as an intern from May 2 - May 27.

I realize that I am responsible for:

- Signing off on weekly time sheets provided to me
- Completing a Performance Assessment form at the conclusion of the senior experience (May 27, 2016)
- Providing feedback to a Notre Dame Faculty Mentor via phone, email and/or site visits

The student is responsible for:

- Attending daily, *30 hours per week in total*
- Being prompt and completing all hours... If the student misses hours due to illness or other reason, the student is responsible for making up the missed time

\*I realize that I am working with a minor child. The student is responsible for providing me with a copy of the parent signature page which grants parental permission to participate.

On Site Sponsor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

**ND MENTOR AUTHORIZATION PAGE – (2)**

ND Senior Experience Signature Pages

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

**ND FACULTY MENTOR**

This Notre Dame High School senior student has met with me to discuss the purpose and goal of his/her senior experience. I agree that I will mentor this student from May 2- May 27, 2015.

I realize that I am responsible for:

- Verifying weekly time sheets provided to me
- Communicating with the student's On Site Sponsor via phone, email and/or site visits

The student is responsible for:

- Emailing me a journal weekly
- Scheduling times to meet with me and discuss progress at site

Notre Dame Faculty Mentor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

## PARENT AUTHORIZATION PAGE – (3)

### ND Senior Experience Signature Pages

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

#### PARENT OF SENIOR STUDENT

My Notre Dame High School senior child has met with me to discuss the purpose and goal of his/her senior experience project. I am aware of the requirements, daily tasks and duties of the ND senior experience. I am aware that my child is working as an intern, without pay, for a company, organization or individual *unaffiliated* with Notre Dame High School and the Diocese of Bridgeport. I realize that obtaining transportation to and from the senior experience site is the sole responsibility of my child. ND does not provide transportation.

I realize that my child is responsible for:

- Attending 30 hours per week from May 2-May 27.
- Completing weekly journal assignments
- Keeping in contact with an ND Faculty Mentor
- Completing a weekly time sheet
- Creating a final presentation for their project and submitting a reflection paper
- Presenting their project at the Senior Experience Fair

I am aware that the Senior Experience Project is Pass/Fail, and a student will not receive a diploma if he/she signs up to complete a project and fails to do so. Acceptance into the Senior Experience program is based upon good attendance, punctuality, minimum of a 2.0 GPA, clean discipline record and passing grades in all classes. Students are selected by the Senior Experience Committee after completing and submitting the entire application packet. I have read and agree to all of these terms of this authorization. I hereby acknowledge my child's full participation in the Senior Experience Program. Furthermore, I hereby acknowledge that my child may be interning/volunteering in a location where Virtus training or background checks according to the Diocese of Bridgeport's Safe Environments protocols are not required. I also understand that tuition and fees must be paid in full prior to my child beginning the Senior Experience program.

By signing this form, I acknowledge and give permission to my child to participate in the Senior Experience Project and do hereby forever release, discharge, forgive and hold harmless Notre Dame, its employees, its directors, its representatives, its agents, its insurers, its affiliated organizations, including but not limited to the Bridgeport Roman Catholic Diocesan Corporation from any and all claims suits, actions, causes of action, damages, demands or liabilities, including known and unknown claims, now existing or hereafter arising, in law, equity or otherwise, that might directly or indirectly result from participation in this program.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_



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## Senior Experience Project Faculty Mentors

The following faculty members have agreed to serve as a faculty mentor for Senior Experience Project students:

- Mrs. Anderson-Zaczkowski
- Mrs. Bogan
- Dr. Callaghan
- Mr. Cipriano
- Mrs. Cipriano
- Mrs. Guarino
- Ms. McGowan
- Ms. Medoff
- Mrs. Miller
- Mr. Kevin Philipp
- Mr. Skawinski
- Mr. Sulzycki
- Mr. Winkler
- Ms. Zembrzuski

Each faculty mentor will accept no more than four students. Once you have secured a senior experience program site (either your internship or service program), **please speak directly** with one of the faculty members listed above to see if he/she is available to mentor you during your Senior Experience Project. This faculty member will be your in-school contact during your project. Your mentor must sign the ND Mentor Authorization Page (2) for you to submit with your application.

**As a reminder, Senior Experience Project applications are due no later than Friday, December 4, 2015.**