

## SENIOR PROJECT LOG

During the project phase of the Senior Project you will need to keep an up-to-date record of the effort, results and time you have spent working on your project. This log is important for several reasons. First, it keeps you on task and focused by requiring you to write down what you have accomplished so far and what you need to do next. Secondly, it helps you keep a record of the time spent on the project. Finally, the Senior Project log allows your teacher and the Senior Board judges to realize the effort, thought, and learning stretch you have expended. It will give them a clearer idea of the scope of your project. This log will be a part of the portfolio the judges will review before Senior Boards.

### LOG REQUIREMENTS

- Your final log submission needs to be typed and grammatically correct.
- Date: Record the date on which the activity took place.
- Activity: Your log should include all time spent relating to your project. This may include: travel, writing, designing, constructing, planning, taking classes or lessons, interviewing, contacting sources, purchasing materials, etc. In a nutshell, anything related to your project. Write in your log exactly what you accomplished and how much time you spent doing it.
- Time spent: Record the actual time spent on each activity.
- Notes: This section should include suggestions others give you, things you may need to do next (and when you need to do them), purchases you may need to make, changes you are considering, etc.
- Reflection: This section needs to reflect your thinking process as you journey through your project experience. Record feelings or thoughts you have about the various stages of the project. Let this section be a thinking tool for you as you process any problems or successes you might be having. These log remarks will be especially helpful to you when you prepare for the Senior Boards speech.

\*\*\*\*\*

Sample Project Log: The following is an example of a log that was done using Microsoft Word. You may create your own format as long as all the required sections are included.

Date: January 24, 2008  
Activity: Volunteering in Mrs. Catchum's first grade classroom  
Time Spent: Two Hours and 15 minutes  
Notes: Need to bring *The Elephants* book next Tuesday. Read chapter three in the ADHD book.  
Reflection: Today the students were thrilled that I was there. It has taken two weeks for Jimmy to stop being shy when I say hello. He just smiles and then runs away. Today he brought a book up to me and asked me to help him sound out the words. I helped Mrs. Catchum cut out pictures of zoo animals. Each student then colored the animals printing the name of each animal on the paper. I helped three students who struggle with their "s" going in the right direction. I loved the excitement when they looked at their letters and got excited that they were done in the right direction. During recess, two girls, Judy and Jenny, walked around the playground with me. Each one said that they wish I was their big sister. I had a hard time when Sammie ran over to Jimmy and kicked him. I wasn't sure how to handle it, but Mrs. Catchum was there and intervened. After the students left, she explained that Sammie as ADHD. She gave me a book to read about it and how to deal with students struggling with it. I hope that I'm doing a good job for Mrs. Catchum. The more I work in her classroom, the more I know I want to be an elementary teacher.