

Grading Policy and Course Expectations

G/T Research Courses (Independent Research and Intern/Mentor Program)
Reservoir High School
2009-2010

Dr. Melissa Kiehl, Resource Teacher, G/T Research Program
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Course Materials:

- Agenda book/Planner
- All appropriate academic supplies that you choose to use for this course. These might include a binder/folder for handouts, pens, pencils, paper, portable USB drive, etc.
- Portfolio (you will get a handout for this) – binder and dividers (pack of 10)
- Display Board (not used until March; may be supplied by the G/T Teacher)

Lateness to Class/Leaving Class On Time:

Students should be in the room and ready to work when the bell rings. Tardiness diminishes your chances of learning and succeeding and distracts your classmates and me. You can't earn good grades if you're not here. Lateness of 20 minutes or more is counted as an absence.

Always leave class promptly enough to get to your next class on time. Dr. Kiehl will not write you a pass if you linger too long in #216.

Attendance Policy:

Assignments are due on the day designated. When absent, students are responsible for contacting the teacher to find out what they missed. Work missed due to absence should be made up promptly according to the policy outlined in the HCPSS student handbook.

Mentor Students. Your daily sign-out is how attendance is calculated. If you do not sign out, you are considered absent. You must show Dr. Kiehl your absence pass in order for the absence to be considered "excused."

Conference Time with Dr. Kiehl:

IR students receive frequent individualized guidance on their work during classes, but conferences provide time to address specific course assignments and concerns. IR students can use class time for conferences. All IR students meet with Dr. Kiehl at least once every two weeks in the first quarter and monthly thereafter and keep a written record of the agreements made during that meeting. IR students can sign up for a conference on the back blackboard in the classroom. During these conferences, Dr. Kiehl keeps a written record of each student's accomplishment of objectives to that date, assigns a grade reflecting the student's effort and written evidence of achievement, and assists students to set new objectives for the upcoming week or two.

Intern/Mentor students should meet with Dr. Kiehl monthly. Take notes whenever you talk to her or any other adult about your research. Mentor students should use office hours during periods 4A and 4B to meet with Dr. Kiehl. Reserve a 15-minute conference by signing up on the form provided outside the door of #216. You can bring a bag lunch to eat while talking to Dr. Kiehl, but you can't take a cafeteria lunch out of the cafeteria to her room. Never make a conference appointment during part of a scheduled class, only during your actual lunch period. Get a pass from Dr. Kiehl before school if you sign up for the second 15 minute slot. Students should plan ahead, since Dr. Kiehl is often inaccessible during periods 5 and 6 when she is working with mentors and their interns at mentor sites or at county-wide meetings. **If you miss a lunch conference and do not have an excused absence, you may only receive a maximum of 25/50 points for that month's conference.**

Honesty:

The Reservoir High School honor code will be rigorously enforced. Plagiarism will result in a failing grade. All borrowed words, ideas, and sentence structure must be documented appropriately and accurately.

Grading and Assignments:

Every quarter you will receive a syllabus – "Grades and Assignments" sheet. You should pay close attention to all due dates and re-read the syllabus before submitting work, as each assignment is discussed in detail in the syllabus.

All work is due to be handed directly to Dr. Kiehl on the given due date. If you cannot submit the assignment on that due date, please fill out the *Extension Agreement Notebook* located above the mailboxes. You may only

submit an assignment past its due date if both you and Dr. Kiehl have signed the notebook. Extensions for assignments cannot go beyond the end of the quarter in which the assignment was given. If an assignment is late and you did not request an extension, you can only receive a maximum of half credit on that assignment.

Although this class is teacher directed, most of your time will be spent working independently. This is a large responsibility and is not to be taken lightly. A portion of your grade will depend on how well you work independently and how well you demonstrate qualities of an independent worker. This includes using your time wisely, maintaining organization, managing your assignment deadlines and demonstrating initiative.

Grading issues specific to Intern/Mentor students:

Fifty per cent of an intern's grade comes from the mentor; fifty per cent from Dr. Kiehl. On occasions when there's a fifty/fifty difference of opinion, if the lower grade is below the half-way mark, she will defer to the lower grade; otherwise, the grade will round to the higher grade. (For example, if your mentor gives you an A and Dr. Kiehl gives you a B below 85% the intern will receive a B for the quarter. But if the grade is above an 85%, it will round up to an A for the quarter. This is also true in reverse.)

If a student receives an E from Dr. Kiehl, the student cannot pass the quarter, regardless what grade the mentor assigns the student. Similarly, if a mentor assigns an A to a student who receives a D from Dr. Kiehl, the student's average will be a C. Only students who commit to completing the course objectives in subsequent quarters will be allowed to remain in their placements.

(In other words, interns must do the coursework required by Dr. Kiehl in order to earn an A or B in this course. This is a research course requiring substantial amounts of reading, writing, public speaking, and conferencing with the teacher.)

Intern/Mentor students (not parents, teacher, or mentor) are responsible for obtaining and delivering to Dr. Kiehl, in person, their signed, quarterly mentor evaluations of student work. Interns must remind mentors at least one week in advance of the due date that the form needs to be completed. Interns should sit with the mentor while the form is filled out and then hand carry it to Dr. Kiehl. Faxed or mailed grades are incredibly risky.

If Dr. Kiehl does not receive a mentor's written quarterly evaluation before the end of the quarter, she will calculate an intern's grade exclusively on the basis of grades she has assigned student work and then lower that grade by 10%. If a mentor grade arrives after the end of the quarter, Dr. Kiehl will **not** re-average a student's grade. If, however, a late mentor evaluation arrives that indicates a grade should be lower than the one Dr. Kiehl assigned, she will submit a grade change form and further lower the quarter grade.

Writing Formats:

All assignments are to be turned in typed, double spaced, 12 point font in a "readable" font (ex. Times New Roman, Georgia, etc.)

I have read, reviewed, and understand this grading policy:

Student Signature _____ Date _____
Print Student Name _____

Parent Signature _____ Date _____
Print Parent Name _____

(Sign both this copy and the signature sheet; keep this for personal reference; return green signature sheet to Dr. Kiehl.)