

GRADES and ASSIGNMENTS for FOURTH QUARTER
INDEPENDENT RESEARCH
RESERVOIR HIGH SCHOOL
2008-2009
Dr. Kiehl
mkiehl@hcpss.org
410-888-8858

During the fourth quarter you will need to complete your proposed project as we have agreed it will be. At this point, any major conceptual changes from what your abstract describes must be approved by your advisor and by Dr. Kiehl. If you have made big changes in the last month, **re-write your abstract to reflect those changes**, and **obtain appropriate signatures** on the document from your advisor and Dr. Kiehl.

Since each project is different, students will finish at different times. Make sure, however, that you **finish in time to get your product to the audience you have targeted, that you collect feedback from that audience using a feedback form you have designed and Dr. Kiehl has approved, and that you leave time to make any necessary changes indicated by the feedback.**

Each of you has a personalized list of things to accomplish this quarter; you are each very much in charge of what needs to be done during the rest of April, May and June. It will only confuse you to “compare notes” with classmates, because they may have a different set of target dates. Just follow these written directions. When in doubt, see me well before an approaching deadline.

Assignments:

- _____ Complete bi-weekly objectives and journal (submitted every other Monday, beginning April 7th)
- _____ Monthly Conference Meetings
- _____ Research Paper (due April 3rd, but graded for Fourth Quarter)
- _____ Display Board (due April 20th)
- _____ Final Product and Written Feedback (due May 8th for seniors and May 22nd for everyone else)
- _____ Attendance at a “thank you” event for mentors, advisors, and parents (May 14th at 7pm)
- _____ Thank you card and gift for mentor/advisor
- _____ Demonstration of time management, independence, responsibility, and initiative (evaluated by teacher)
- _____ Other in-class assignments as determined by the teacher
- _____ Portfolio (**Final Exam; due May 14th for seniors and June 5th for everyone else**)

Assignments Explained:

Bi-Weekly Objectives and Journals – 20 points - Due every other Monday

On Mondays, you will create an objective or objectives for your goals at your research for that week. You will also reflect on your past objectives.

April 14th

April 27th

May 11th (last set for Seniors)

May 26th

Monthly conferences with Dr. Kiehl

50 points each – Complete your conferences no later than:

April 30th

May 29th

The student receives a grade at each conference based on:

- Ability to discuss personal goals that are realistic, clear, ambitious
- Demonstrated resourcefulness, initiative
- Detailed notes taken at the conference (It is not possible to earn an A at a conference unless a student is taking notes during the conversation.)
- Drafts of assignments being prepared for assigned due dates (if applicable)

Research Paper –

150 points total

- Final draft due April 3rd – Grade will be on 4th Quarter!!! – 150 points

Follow the format presented on the handout, “Format for the Synthesis Paper Final Draft.”

These must be (1) signed (again) by your advisor, (2) accompanied by the marked up version with editing suggestions you received from Dr. Kiehl, (3) accompanied by an unannotated bibliography. What you are trying to demonstrate to your advisor and me is (a.) your ability to use criticism wisely, (b.) your ability to grow as a writer, and (c.) scrupulous honesty about using secondary sources. If I said you haven't used enough citations, make sure you added a lot of them in appropriate places and in correct format.

Display Board –

100 points total

Due April 20th

Consider the booklet on display design carefully while completing this assignment. **All material that will be posted on your display board should be edited by me.** In Third Quarter, you received a checklist that will ensure an excellent board and an excellent result for you. After being graded, your boards will be on display in the media center in early May, at the reception for advisors and mentors, and potentially at public institutions. Make them attractive and professional looking. Make sure to include your advisor's name, correctly spelled, and his/her institutional affiliation.

Final Product as promised in the research plan and/or abstract AND Written Feedback from your advisor and the target audience

Product as graded by Dr. Kiehl– 100 points

Product and Feedback from other sources – 50 points from mentor/advisor, 50 points from target audience

Due May 8th for seniors and May 22nd for everyone else

The final product should be viewed/edited by me before it is sent to anyone else. Before sending it to your advisor/mentor or target audience, create a letter that introduces yourself, the course, and what you created and why. Be sure to include the evaluation you created and explain how they should return the evaluation to you.

Attached is a form for your advisor to fill out after s/he has examined your final product. You will need to **design your own evaluation tool** to distribute to your **targeted audience**, devise a **strategy for collecting**

these feedback forms, and submit them to Dr. Kiehl, along with the advisor's form **no later than the dates listed.**

If you need to get on a meeting agenda, book a room, reserve equipment, etc., take care of this **TODAY.** Don't expect adults who aren't even your teachers to drop everything at the last minute to accommodate your disorganization.

The school system Print Shop can make multiple copies of final products at no cost to you. **Anything that needs to be published by the Print Shop must be delivered there (by me) at least a week before you need it for distribution.** Therefore, students making brochures, booklets, teaching packets, or any other similar documents, should plan accordingly.

Attendance at a "thank you" event – Celebration of Excellence
100 points

May 14th – 6:30pm arrival for students; 7-8:30pm event, 8:30-9pm clean-up
Maple Lawn Community Center

Your advisor/mentor will receive an invitation, but you should make sure your advisor has been invited!! There will be thank-you certificates to give to all advisors at that celebration. If advisors are unable to attend, I will mail them their certificates. **Your boards** will be on display and you will be expected to stand by your board to answer questions from adults and other students. One of the points of this event is to continue developing your networking skill, so part of your grade for this event will depend on my observations of you shaking hands with strangers, making them feel welcome, answering their questions, and generally being good hosts/hostesses for adults invited.

Thank you card and gift for mentor/advisor

This is not something that you will submit to me. You may bring it to the Celebration of Excellence if your mentor/advisor is planning to attend, or you may mail or hand-deliver it. It should go without saying that each of you will do thank the adults who have given of their time to guide you through your research this year. It is for this reason that the assignment is not graded, and that trust is being placed in each of you to complete it.

Portfolio - Final Exam

200 points

Due May 14th for seniors

Due June 5th for everyone else

See attached handout for explanation and rubric.

Attachments:

- **Display Board Evaluation (detach and submit with board)**
- **Form for Advisor to grade final product**
- **Rubric for your Final Exam – Portfolio**

I have read, reviewed, and understand these assignments. (By signing this document, the student commits to complete the required assignments for the first quarter.)

Student Signature _____ Date _____

Parent Signature _____ Date _____