

GRADES and ASSIGNMENTS for FIRST QUARTER
INTERN/MENTOR
RESERVOIR HIGH SCHOOL
2009-2010
Dr. Kiehl
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During the first marking quarter, all students:

- formulate research questions and brainstorm possible end products
- focus on a specific area of research
- locate resources, including a primary advisor/mentor with whom they can establish a scholarly relationship
- create a preliminary annotated bibliography
- develop objectives and a timeline for each marking quarter
- write to summarize, evaluate, analyze and reflect
- read for a variety of purposes.

Assignments:

_____ Contract with signatures and insurance information, and personal contact sheet from mentor by end of October.

_____ List of FIVE initial questions you have about your field (due September 3)

_____ Bi-weekly objectives and journals (due every other Monday, unless school is closed – then due Tuesday. First set due 9/8.)

_____ Weekly readings reports—(due weekly on Thursdays – first set due 9/17)

_____ Business letter to a professional organization requesting information about your topic (HINT: You might request maps, statistics, bibliographic information, brochures, project ideas, human contacts.) (due September 24)

_____ No fewer than TEN addressed, stamped envelopes with copies of your business letter to be sent to your professional organizations OR, if appropriate, sent via email (clear with Dr. Kiehl). (due October 1)

_____ ONE interview conducted and transcribed (due October 23)

_____ Research Proposal—Describe your plan for research in your area of interest, name a proposed research paper topic and name a proposed final product. This will be modified during the second marking quarter. (due October 30)

_____ Annotated bibliography (at least 20 sources—most will come from your weekly readings)—Your annotated bibliography is **not** limited to readings. It should include people you have interviewed and materials pertinent to your subject that you have studied (non-print). (due November 3)

_____ Signed Hours Chart - Your hours will be due monthly and **MUST** be signed by your mentor for credit. Your hours are mandatory. Missing hours could result in denial of credit and will result in a phone call to parents. (35 hours for September/October due no later than November 3)

_____ Monthly Conference Meetings (One in September and one in October, during one of your lunch shifts)

_____ Demonstration of time management, independence and responsibility (evaluated by teacher)

_____ Mentor Evaluation (due no later than November 5)

_____ Portfolio (due November 5)

Mandatory 1st Quarter Seminars (during 6th period): Tuesday, 9/29 and Monday, 10/26

Assignments Explained (for many of these assignments, you will receive a handout that goes into further detail about what is required)

**Bi-weekly Calendar of Objectives and Journal –
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.

September 8
September 21
October 5
October 19
November 2

**Weekly Reading Reports –
10 points/report - Due each Thursday**

Complete TWO professional readings per week. (This will turn into your annotated bibliography at the end of first quarter. You will add to it during second quarter.) You will receive a handout that explains the format for the weekly reading assignments.

Monthly conferences with Dr. Kiehl during one of your lunch shifts

50 points each – Complete your conferences no later than:

September 30
October 30

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)

**Model business letter to an appropriate professional association –
25 points –September 24**

Write a business letter to a professional organization requesting information about your topic. Depending on the nature of the organization and your particular topic, here are kinds of things you might request: offprints of articles from their journal, maps, statistics, information about careers and career training, bibliographies, informational brochures, recommended human contacts and institutions, information about research projects currently underway, etc.

**Ten addressed, stamped business letters to ten professional organizations –
25 points – October 1**

Turn these in to Dr. Kiehl and she will mail the letters for you. If you feel email would be more appropriate for some of your recipients, discuss this with Dr. Kiehl.

**Conduct and Transcribe an Interview –
25 points – Interview Questions due to Dr. Kiehl before conducting interview
100 points – Transcribed Interview due no later than October 23**

Find and communicate with an adult (maybe your mentor) who is expert in your field of interest (preferably your advisor). Ask this person if you may interview them. It is best to do this in person if possible. You should tape record the interview. A list of four-five questions is sufficient. Transcribe the tapes word-for-word. If you cannot make out what was said, write “inaudible.”

**Research Proposal (first draft) delivered to Dr. Kiehl and to mentor –
100 points – October 30**

You will be given a format to follow for this assignment. Describe your plan for research in your area of interest, name a proposed research paper topic, and name a proposed final product (other than your research paper). Your thinking may change over the course of this quarter and the next, but try to name a “gap in the knowledge,” something currently not known, that you can research. What questions need to be answered? How could you find some answers? To whom will you communicate what you find out? How will this benefit them? How will you communicate your results? In what format? A video? A performance? A lecture? A production? A publication? This proposal will be refined and revised continually over the weeks to come.

Your mentor must either email Dr. Kiehl at mkiehl@hcpss.org or sign your proposal to indicate that he/she received your plan. It is up to you to follow up and discuss whether he/she thinks your plan is a worthwhile and feasible endeavor. This should happen **no later than November 5th or you lose 10 points from the grade Mrs. Kiehl assigns it.**

**Preliminary Annotated Source List to Dr. Kiehl (20 sources) –
100 points – October 30**

You will spend most of the first quarter working on this assignment and you will add to it during the second quarter. Submit an annotated bibliography of sources you have located, people you have interviewed, materials pertinent to your area of study that you have examined. Comment on their relevance to your research proposal and planned product. The bibliography must follow the appropriate format available to you at noodletools.com and also described in reference texts available in class.

Your mentor must email Mrs. Kiehl at mkiehl@hcpss.org or sign your source list to indicate that he/she received your source list. It is up to you to follow up and discuss thinks your sources are current, comprehensive, and appropriate **no later than November 5th or you lose 10 points from the grade Mrs. Kiehl assigns it.**

*There may be an occasional short homework or class work assignment worth 25 points required as needed in order to practice a skill or demonstrate mastery of a concept.

*Occasionally Dr. Kiehl postpones a due date if she feels it is necessary because of unforeseen circumstances or she deems students need more time to understand a concept. Nevertheless, you should operate on the assumption that these dates are fixed. Put them in your agenda book today and plan accordingly.

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 _____

(Sign both copies; keep white one for personal reference; return blue copy)