

GRADES and ASSIGNMENTS for SECOND QUARTER
INTERN/MENTOR
RESERVOIR HIGH SCHOOL
2009-2010
Dr. Kiehl
mkiehl@hcpss.org <http://www.rhsgt.com>
phone: 410-888-8850 fax: 410-888-8849

During the second marking quarter, all students:

- focus on a specific area of research
- locate resources
- create a preliminary annotated bibliography
- develop objectives
- write to summarize, evaluate, analyze and reflect
- read for a variety of purposes.

Assignments:

- _____ Complete bi-weekly objectives and journal (submitted every other Monday)
- _____ Weekly readings reports—Turn in 2 professional reading per week (Due every Thursday.)
- _____ Monthly Conference Meetings (see due dates)
- _____ County wide research presentation (November)
- _____ Marketing Presentation of research to two sophomore/junior classes of your choice(December 7-18)
- _____ Final Research Proposal due with modifications from First Marking Quarter (January 8)
- _____ Thank you card to mentor (January 11)
- _____ Outline of Synthesis Paper (January 13)
- _____ Final Annotated bibliography (January 15)
- _____ Photograph of you at your internship site (either with your mentor, or working on site) (January 19)
- _____ Demonstration of time management, independence and responsibility (evaluated by teacher)
- _____ Signed Hours Chart (November – 15 hours on site, 2 hours in presentations, calendar due 12/1; December – 20 hours, calendar due January 5th; January – 15 hours, calendar due February 2nd and graded for 3rd quarter. Don't forget to make up missing hours from 1st quarter as needed.)
- _____ Mentor Evaluation (due no later than January 22nd)
- _____ Portfolio (due January 19th)

2nd Quarter Seminars (during 6th period): Wednesday, November 18th; Thursday, December 10th – In the Media Center for Digital Portfolio Instruction; Monday, December 21st;;Mid-Term date

Supplemental Seminars: None in November or December because of all the presentations. Tuesday, January 5th - Putting together the proposal and outline.

Heads-up – Your first draft of your Research Paper will be due February 1st! Exactly what needs to be done will be explained in January!

Assignments Explained:

Bi-Weekly 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.

November 16th

November 30th

December 14th

January 4th

January 19th

Weekly Reading Assignments – 20 points - Due each Thursday

Complete TWO professional reading per week.

Monthly conferences with Dr. Kiehl

50 points each – Complete your conferences no later than:

November/December Conference – December 11th

December/January Conference – January 15th

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)

November Presentation:

75 points

25 points – Rehearsal during allotted time-frame

25 points – Conducting presentation at designated school and receiving feedback

25 points – Reflection of presentation and feedback

Students received a packet in first quarter that clearly detailed the expectations of the presentation and provided further insight on the grading criteria.

Marketing Presentation

25 points – Rehearsal, sign up for a date between November 30th – December 4th in 6th period.

50 points – Complete between December 7 and December 18.

You will receive a handout that details what must be included in the speech by November 20th. You should have your speech prepared by November 30th, and will need to present to each other in class. You are to present two times to two different classes. You may present during your independent research class period, or if doing the speech in one of your own classes, you may present when you have that class. If you want to present at another time during the day, you must make arrangements with your teachers. I will NOT write passes for people to miss their classes for their presentations.

Final Research Proposal delivered to Dr. Kiehl –

50 points – January 8

Please update the proposal submitted first quarter. Attach the first draft with a paper clip to the final draft. Part of your grade will come from how well you attended to the suggested revisions.

****Your final proposal must include your mentor's signature.**

Thank you Note –

25 points – January 11

Thank you card hand-written to your Advisor with stamped addressed envelope left unsealed. Thank them for their 1st semester involvement; general plus mention at least one specific experience

Outline of Synthesis Paper (Phrases, and first and last paragraph) –

100 points – January 13

There are many examples of successful outlines for you to look at in my room. You will receive a model along with instructions for making a phrase/topic outline. (You should include your first paragraph and last paragraph in your outline, even though the rest of the outline employs only phrases.) Your first

paragraph should lay out the basic structure of your paper. The outline should reassure yourself and me that you have plenty of material available to “flesh out” the basic parts of the paper with information and elaboration. **Conference with me about your outline and first paragraph before it's due.** After we discuss the outline together, type and turn in a final copy, roughly two pages.

**Final Annotated Source List –
100 points – January 15**

Revised bibliography with 15 additional “scholarly” (with citations and annotations) sources. Remove the “BOLD” font from the first quarter draft when you revise it. Attach the graded first quarter version with a paperclip so I can see which sources are new.

Photograph of you at your internship site -

25 points – January 19

Either with your mentor, or working on site.

*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.

Heads-up – Your first draft of your Research Paper will be due February 1st! Exactly what needs to be done will be explained in January!

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)