

GRADES and ASSIGNMENTS for THIRD QUARTER
INTERN MENTOR
RESERVOIR HIGH SCHOOL
2008-2009
Dr. Kiehl
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During the third marking quarter, all students:

- Develop Objectives
- Finalize a synthesis paper
- Develop a product
- Present research

Assignments:

- _____ Complete bi-weekly objectives and journal (submitted every other Monday)
- _____ Monthly Conference Meetings
- _____ Research Paper (see description for all relevant due dates)
- _____ Proposal to Present at the Student Learning Conference (due January 30th if you would like to be considered as a presenter; due for everyone else on February 5th)
- _____ Timeline of Product Development (due February 17th)
- _____ Abstract – Final Draft (due February 26th)
- _____ Sketch of Display Plan (due March 6th)
- _____ Oral Presentation for a class (by March 31st)
- _____ Demonstration of time management, independence, responsibility, and initiative (evaluated by teacher)
- _____ Other in-class assignments as determined by the teacher
- _____ Signed Hours Charts – (January – 20 hours, calendar due February 2nd; February – 20 hours, calendar due March 2nd; March – 20 hours – calendar due April 1st)
- _____ Mentor Evaluation (due no later than April 3rd)
- _____ Portfolio (due April 3rd)

3rd Quarter Seminars (during 6th period): Tuesday, February 3rd, Monday, March 2nd, and Wednesday, April 1st.

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.

February 2nd
February 17th
March 2nd
March 16th
March 30th

Monthly conferences with Dr. Kiehl

50 points each – Complete your conferences no later than:

February 27th
March 31st

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 – multiple due dates, stated below

300 points total

- Full first draft due February 2nd – 100 points total
- Email from advisor due March 9th – 50 points
- Final draft due April 3rd – Grade will be on 4th QuarterIII – 150 points

When you turn in your first draft of the paper to me, attach to the paper (1) a **cover sheet** including the title of the paper, your name, my name, your advisor's name, and the date you hand in the paper (2) a **revised typed outline** of your paper, (3) the **text** of your paper, double spaced, pages numbered starting with 2 on page 2, and (4) your **bibliography**, in correct form, minus the annotations and with any new entries included.

You must also submit your paper through Turnitin.com. The first draft expires at 11:59pm on 2/2/09. If you have questions about how to use Turnitin.com, please reference the Guide linked on my webpage.

Make sure that the paper contains **parenthetical citations in correct form**. For purposes of this paper, you cannot over cite. When in doubt, add a citation. **All ideas, information, and language (even short phrases) that you borrow from sources must be cited.**

Be sure to email your advisor **the paper as an attachment** or **provide a hard copy**. You may provide them with your full first draft, or the copy with my edits. Explain to your advisor he/she must indicate to me by email or a signature on their edited rough draft that “your information is correct” and that “you have utilized adequate and appropriate source material.” If you give your advisor your first draft without my edits, also include in your note to your advisor this sentence. “My teacher will be editing my paper, and I will be sending you a revised version of the paper, based on her suggestions, sometime in March.”

Attach the first draft with a paper clip to the final draft.

Proposal to Present at an Academic Meeting

50 points – due January 30th if you would like to be considered as a presenter; due for everyone else on February 5th

See the packet for further details. All students must create a proposal.

Timeline of Product Development

100 points – due February 17th

Submit a detailed timeline of all events related to your project, and product development. For example, if you are doing research requiring a survey, your timeline should include creation of the survey, approval, distribution, collection, analysis, and presentation of results. There should be details about how each of

these events will occur, not just dates. Your timeline should culminate with the presentation of your project in fourth quarter.

****As you plan and produce this quarter, consider April 30th the date by which all final products should be finished. May will be used to deliver/distribute/screen/present final products to targeted audiences.****

**Final Abstract delivered to Dr. Kiehl –
50 points – due February 26th**

Please update the Abstract submitted second quarter. This copy must be signed when submitted. 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.

**Sketch of Display Plan
100 points – due March 6th**

This will be discussed further in class.

**Oral Presentations
200 points – Complete by March 31st**

- Present to our class – 100 points (completed between March 9th and March 20th)
- Present to outside class – 100 points (completed between March 16th and March 31st)

Everyone should be prepared to present. Using PowerPoint slides, give a 6 to 10-minute formal presentation to the class. Your presentation should demonstrate knowledge of the presenting skills previously covered in class, demonstrate improvement over the last presentation, especially in the areas you targeted for yourself, and indicate a deep understanding of your topic of choice. Evidence of **practice is essential**. The goal of this presentation is to teach your classmates everything you currently know about your **paper topic, project, and product**. This assignment has two goals: increasing your poise and effectiveness as a presenter, spurring you to become more expert on the paper topic of your choice.

There are no limitations to the number of PowerPoint slides you can use. It's better to use more slides with less on each slide than several slides buried in text. Experiment with animation and sound effects (not required, but this is the right time to acquire this expertise), but don't make your slides so fancy that they distract from you and your information. Also, choose images and sounds that are appropriate to your topic. For example, animated quacking ducks are inappropriate for a presentation on drug addiction. Make sure slides are legible (at least a size 16 font), edited, organized, and function as cues to keep you on message rather than as a text for you to read. Use bulleted phrases, not complete sentences, please. Don't vary fonts or mix cartoons with photographs; establish unity of style.

When ready to present to another class, you are responsible for making arrangements with the teachers involved. If you need assistance in leaving a class in order to make an appropriate presentation, make your case to the releasing teacher and assure him/her you will make up any missed work. If you have a particular problem, see me. Whenever possible, present in a class where you don't have to miss instruction. You will be graded by the teacher whose class you visit, using the attached rubric. **Make sure this is back to me by April 2nd.**

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 _____