Student edition: Here is an outline that indicates supervisor and student responsibilities prior and during summer:

**Supervisor responsibilities prior to summer vacation:**

* Supervisor opens a Turnitin
* Supervisor either emails the login and password to students  **AND/OR** post to Managebac
* Supervisor has provided to students how to communicate and the frequency of communication during the summer
* Indicate any summer due dates and assignments you require if applicable
* Has student register and login to Turnitin **during meeting #4**
* Verifies and locks student’s RPPF #2 on MB

**Student responsibilities prior to summer vacation:**

* Student has met successfully during May 15th  – June 2nd   for the summer send-off meeting and took notes
* Notes on their MB page what is due during the summer and the dates as indicated by their supervisor
* Student will login and check that Turnitin works and there are no “it didn’t work when I try to login” issues **while at meeting #4**
* Student will do RPPF #2 **immediately after meeting #4**

**Supervisor responsibility during summer:**

* Place intervention levels for any work missed or incomplete you expected- in turn the form will alert me immediately via email

**Student responsibility during summer break:**

* Work on finishing research and crafts quality draft typed
* Science EEs are conducting and documenting experiments
* Submit to Turnitin account **on or before** September 5th
* Submit 1 hard copy of quality draft paper and checklist  to supervisor **first day of school**-Late papers will be a level 3 intervention and calls home will happen that first day of school
* If you have printer issues here are your options:

a.       Print it at Office Max or any other place (public library is cool too) NO PRINTING AT SCHOOL!!!!

b.      Email to me and to your supervisor

Quality draft paper checklist is posted on UAIS research site and will be posted on Managebac