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| Date due | Task | Yes | No  | Notes |
| By September 22nd | Update/approve subject presentation slides  |  |  | Department needs to review the slides on the UAIS research website; if ok, email coordinator approval. If any changes, make them and send as attachment to coordinator new slideshow for posting to website |
| October 20th A.M. (not an SDD) | Present subject guidelines to juniors at training in media center (Group 1, 3, and 5)\*Group 2, 4, and 6 see note |  |  | 1 person per subject to come to media center to present guidelines (15-20 minutes max); any follow-up questions/clarification to be addressed in classrooms by teachers.\*Group 2, 4 and 6 to allocate time to present subject guidelines during class either October 23rd, 24th, or 25th due to select students taking courses |
| November Staff Meeting - TBD  | EE students assigned to supervisors  |  |  | Staff to go through selection process so all students are assigned to a supervisor (5 maximum); hand back the EE Topic Request form to Coordinator with your name on it before you leave meeting; Coordinator to notify students via Managebac-no supervisor swapping allowed; Coordinator to make copies of the EE Topic Request form and place in supervisor’s mailbox |
| By November 20th | Calendar invites to EE students for conference #1 |  |  | Assign the date and time to student; also, assign any work to be due prior to that meeting and note on MB (not as interview note) or attachment to MB.  |
| November 28th – December 6th  | Supervisor Conference #1 (15 – 30 minutes) |  |  | Post points of discussion as “interview notes” on MB-student will not be able to read these notes; have students generate To-Do list on MB as conference takes place; if another meeting is due prior to the official “#2” conference, be sure to note that on MB in the interview notes.  If #1 meeting is missed, place at level 1 intervention and make note on MB please.  |
| By January 31st  | Calendar invites to EE students for conference #2 |  |  | Assign the date and time to student |
| February 5th – 16th  | Supervisor Conference #2 and RPPF #1 (20 – 30 minutes) |  |  | Post as “interview notes” on MB; student will not be able to read these notes; Student MUST type first reflection at the end of the meeting. You will need to verify it is posted on MB. This is part of their assessment for criterion E. Word count is from 100 – 175. All 3 reflections cannot exceed 500 words. If meeting is missed: level 1 interventionIf assignments due are not completed: level 1 |
| By March 12th  | Calendar invites to EE students for Conference #3 |  |  | Assign the date and time to student |
| March 19th – April 18th  | Supervisor Conference #3 (20 – 30 minutes) |  |  | Post points of discussion as “interview notes” on MB-student will not be able to read these notes; have students generate To-Do list on MB as conference takes place; if another meeting is due prior to the official “#4” conference, be sure to note that on MB in the interview notes. If meeting is missed: level 1 interventionIf assignments due are not completed: level 1 |
| By May 11th | Calendar invites to EE students for Conference #4-Summer Kickoff |  |  | Assign the date and time to student |
| By May 11th  | Create Turnitin account for quality draft upload |  |  | Post course number and password to MB for students to refer to as well as for coordinator.  |
| May 21st – June 8th  | Supervisor Conference #4 and RPPF #2“summer kickoff” (30 – 40 minutes) |  |  | Post points of discussion as “interview notes” on MB-student will not be able to read these notes; have students generate To-Do list on MB as conference takes place; Student MUST type second reflection at the end of the meeting. They must also register to your Turnitin account. You will need to verify reflection and Turnitin account is taken care of that day, please. This is part of their assessment for criterion E. Word count is from 150 – 175. All 3 reflections cannot exceed 500 words. If meeting is missed: level 2 and call homeIf assignments due are not completed: level 2 and call home |
| By June 8th | Summer Science experiments |  |  | For those students conducting work at school during summer, notify administration and EE coordinator of dates this is occurring |
| Summer  | Communication and work due |  |  | If you have work being due during summer, post on MB and have students upload all work to MB. Coordinator to read all student and supervisor notes and uploads during summer. Any students not meeting your assigned summer due dates place on intervention level 2.  |

*\*EE training dates: Thursday, October 19th and Friday, October 20th Full days in media center*

*Rubric training – TBD by junior TOK teachers for me; 1 block required (March)*