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Grade Level: 12
Conference: 1A and 6B

Basics of Student Project Management (Senior Project) Syllabus 2017-2018

STUDENTS, PARENTS, AND GUARDIANS:

Welcome to Basics of Student Project Management, a semester course designed to coordinate the senior projects within the diverse programs of study. This course syllabus is designed to provide you with information regarding course objectives, expectations, and district/campus policies. Also, please understand that this is a course plan and there may be adjustments made to the syllabus as the course progresses. Any changes made will be communicated accordingly. I am asking that you submit a confirmation to this document by signing the attached document that you have read and reviewed this information by August 21st and 22nd. Once I receive your confirmation, your student will receive a completion grade. I look forward to hearing from you and to the wonderful year ahead of us. Please read the information below for complete details regarding this course:

DESCRIPTION

This course is a project-based research course for students who have the ability to research a real-world problem. Students develop a project on a topic related to career interests, use scientific methods of investigation to conduct in-depth research, are matched with a mentor from the business or professional community, compile findings, and present their findings to an audience that includes experts in the field. To attain academic success, students must have opportunities to learn, reinforce, apply, and transfer their knowledge, skills, and technologies in a variety of settings. A minimum of 20 internship/job shadowing hours is required.

STANDARDS

The student applies mathematics, science, English language arts, and social studies in independent study.
The student uses verbal and nonverbal communication skills.
The student demonstrates professional ethical behavior standards and legal responsibilities.
The student designs and develops a research project related to their career interests.
The student uses technology needed to complete a research project.
The student evaluates the original research project.

OBJECTIVES

- ✓ Select an original independent study project for personal enrichment and professional development;
- ✓ Use reading and research skills to investigate self-selected topics and compile a research portfolio;
- ✓ Collaborate with an interdisciplinary team to develop a project;
- ✓ Identify community, state, national, or international issues to select a project;
- ✓ Conduct a project under the supervision of a mentor;
- ✓ Use scientific methods of investigation;
- ✓ Apply statistical concepts to analyze data, evaluate results, and draw conclusions;
- ✓ Compare and contrast findings in a coherent and organized manner; and
- ✓ Present the independent research project to an appropriate audience of experts in the field using a variety of technologies.
- ✓ Listen actively and effectively in group discussions;
- ✓ Use a variety of resources to access, process, and collect data relevant to the project; and
- ✓ Document the time and cost to accomplish the project goal.
- ✓ Analyze ethical challenges posed by factors such as cost containment, new and emerging technologies, and allocation of limited resources; and
- ✓ Review legal issues related to the research project.

- ˘ Identify processes to be used in the independent research project; and
- ˘ Use resources to complete a project.
- ˘ Use search engines, databases, and other digital electronic tools effectively to locate information;
- ˘ Evaluate quality, accuracy, completeness, reliability, and currency of information from any source;
- ˘ Prepare, organize, and present independent research, mentor experiences, and processes;
- ˘ Accept constructive criticism and revise personal views when valid evidence warrants; and
- ˘ Prepare and present scientific/technical information in appropriate formats to a panel of experts in the field of the research project.
- ˘ Create weekly progress reports that address time management and goal setting;
- ˘ Meet periodically with the teacher for conferences about progress, concerns, successes, and needs;
- ˘ Conduct self-evaluations of speech presentations;
- ˘ Compose written reflections regarding strengths and weaknesses as well as areas of growth;
- ˘ Analyze the feedback from the panel of experts; and
- ˘ Submit project results and analysis to mentors and experts.

CLASS SUPPLIES

- ˘ iPad or Laptop
- ˘ 1 inch 3 Ring Binder to be used for Student Portfolio
- ˘ Dividers
- ˘ Page Protectors
- ˘ Pencil or Pen
- ˘ Trifold Poster

PARTICIPATION

Participation is the key to a Senior Project Course. In addition to interns reporting to their internship/job shadowing location, the Basics of Student Project Management class will also meet as a group. Schedules will be designed based on the individual intern and intern sponsor's needs. This schedule will be published and distributed to the intern, intern sponsor, and parent for confirmation and a signature will be required. Students will be evaluated based on their participation with their mentors as well as their class meetings. This course takes the approach of learning by doing; therefore, you will be expected to practice the principles that you learn. A calendar of daily assignments, assessments, and projects will be published in advance so that students may organize their time accordingly. It is imperative that interns report to their internship site on time and as committed. If an excused absence from school occurs, you must communicate with your coordinator and the sponsor of your internship site in as soon as possible. (ADVANCE NOTICE) If this becomes an issue, the intern will be placed on probation and could be removed from the site. If a student misses class during the time that the class meets as a group, they need to request the work missed.

CLASSROOM EXPECTATIONS

1. Respect for teacher and each other.
2. Snack and a drink is allowed until it becomes a disruption; be respectful of the classroom, please take care of your trash. No lunches, fast food, meals are allowed at any time.
3. Come to class prepared with required supplies.
4. Be on time for class.
5. Students should use their iPads/Laptops for assignments and not be on any other sites.
6. Please do not bring radios, headphones, DVD players or any other electronic device to class.
7. No sleeping

CELL PHONE AND IPAD POLICY

- Cell phones are **not to be seen...out of site!**
- Discipline
 - 1st Offense – Warning and parent contact
 - 2nd Offense – Teacher hold it for class period and parent contact
 - 3rd Offense and beyond – Teacher take up and turn phone in to AP. Student pays \$15 fine. AP contact parent.
- Student forgets iPad or laptop, they **cannot** use phone instead

ATTENDANCE/TARDIES:

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each days learning on the previous days, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Please be on time! An absence is defined as missing 20 minutes or more of any class.

- Tardy Policy
- Tardy 1 &2 Verbal Warning
- Tardy 3 Phone call home
- Tardy 4 Office Referral

GRADING SYSTEM

A	90-100
B	80-89
C	70-79
F	BELOW 70

An “Incomplete” (I) reflects incomplete student work and is not considered an academic grade.

GRADING POLICY

Daily/Weekly Grades - 60% Includes the following but not limited to:

- ˘ Class Assignments
- ˘ Internship Hours (check points) and all forms related to securing internship
- ˘ Weekly Journals
- ˘ To Do List
- ˘ Power Point (check points)
- ˘ Proposals

Senior Project Assessments - 40%

- ˘ Presentations
- ˘ Proposal with all signatures
- ˘ Weekly Time Logs (this is subject to change based on teacher discretion)
- ˘ Final Portfolio
- ˘ Milestone Checks
- ˘ Prototype/Product Completion
- ˘ Trifold Poster Completion
- ˘ Senior Showcase Night (MANDATORY)
- ˘ Internship Hours Log (Final Copy)

Final Exam-Advisory Panel - 20% of the student’s semester grade.

In order to do well during a 6-week grading period you must:

- ˘ Turn in all assignments on time
- ˘ Complete weekly reports neatly and in a manner you would use in the workplace
- ˘ Receive at least an overall “proficient” rating from your mentors
- ˘ Complete all scheduled Intern conferences satisfactorily

NUMBER OF GRADES EACH SIX WEEKS

Eight grades (minimum)

SEMESTER GRADES

- Semester grades are computed for each course by averaging the numerical grades recorded for each of the three six week reporting periods and the course semester exam.
- Semester One and Two:
 - ▯ First and Fourth Six Weeks = 26% each
 - ▯ Second, Third, Fifth, and Sixth Six Weeks = 27%
 - ▯ Semester Exam = 20%
- Each student will earn credit for the course only if the final grade is a 70% or above.

SEMESTER EXAMS

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school. A student is expected to contact the course teacher to schedule a make-up time for a **first semester exam** missed because of a student absence. A student is expected to contact the school counseling department to schedule a make-up time for any **second semester exam** missed because of a student absence.

TEST RETAKES

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- Students are encouraged to participate in tutoring opportunities before retaking a test.
- Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.
- All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility

LATE WORK

Students may be assessed a penalty of no more than 30 points per day for up to one class period before a zero may be given for work not turned in on time.

MAKEUP WORK (because of absence for any class missed)

Per MISD High School Student Handbook:

- The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absent is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence.
- Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

WEIGHTED CREDIT

Basics of Student Project Management will not receive weighted points for completion

UIL ELIGIBILITY (“No Pass/No Play”)

- Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods.
- Each six week grading period will stand alone for eligibility purposes.
- A student who is declared academically ineligible after a six week grading period will be able to regain eligibility if all of the student’s grade averages are 70% or higher at the subsequent 3 week grade reporting period.
- See MISD Board Policy FM (LOCAL) – Exempt Courses.

POSTING STUDENT WORK

Student grades will be posted in Skyward parent portal within five business days for daily grades and major grades. Special consideration is given to major projects, including lengthy writing assignments.

RE-TAKE POLICY:

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- Students are encouraged to participate in tutoring opportunities before retaking a test.
- Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.
- All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district’s absent/make-up guidelines

ACADEMIC DISHONESTY:

Cheating or plagiarism of any kind is not acceptable. Work deemed copied/plagiarized will result in an automatic ‘0’ for the assignment. Plagiarism is defined as “to steal and pass off (the ideas or words of another) as one’s own: Use (another’s production) without crediting the source; present as new and original an idea or product derived from an existing source” (Webster’s Dictionary).”

CERTIFICATIONS

No certification can be earned for this class

STUDENT & PARENT/GUARDIAN SIGNATURE PAGE

I have received and reviewed the policies and information for the Basics of Student Project Management Course taught by Mrs. Teresa Lee. My child/student and I understand that it is in their best interest that they adhere to the guidelines outlined in this document. Also, I agree that you may communicate any information regarding this course using the information provided at the bottom of this signature sheet.

Student's Signature: _____ Date: _____

Parent's/Guardian Signature: _____ Date: _____

(Please print clearly)

Student Contact Information:

Student's Name: _____

Primary Email Address: _____ Cell Number: _____

Parent Contact Information:

Parent/Guardian Name: _____ Relation to Student _____

Primary Email Address: _____ Contact Number: _____