RECORD AND SELF-REFLECTION / EVALUATION OF WORK

NAME YEAR IN PROGRAM: DATE:

Week: 5 10 15 20 25 30 35 40

General Classroom: Identify one descriptor in each section, which applies to your behavior, **in this current 5 week period ONLY**

 I have met **every** deadline as outlined in the class and/or by my mentor

 I have met most, but not all, of the deadlines

 I keep getting materials in later than the deadlines

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 I have met the parameters of every assignment consistently and to the best of my current ability

 I have met the parameters of most of the assignments to the best of my current ability

 I’m not on target as to the quality of work I wish to produce, per the parameters/my abilities

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 I have kept very accurate records of my hours / work / concerns / thoughts, in a timely fashion

 I have kept accurate records, but I get them down at various times, and not always as they occur

 My record keeping is not very strong. This is a skill set on which I need to work

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 I have been able to follow through on the conversations I have had with the instructor and my mentor

 I have not followed through on every action step discussed with the instructor and my mentor

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 I have helped to critique and improve my classmates’ work through my comments, pretty consistently

 I have been able to critique and improve my classmates’ work with my comments often

 I am not offering my opinions as to where I think improvement needs to occur, at all regularly

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 I have been following every activity requirement on the **checklist** given to me, and I have listed

 specifics in this document.

 I have been working at 75% the requirements on the checklist given to me in class

 I have not worked at meeting a majority of the requirements on the checklist

II) Bibliographic Research: This includes journal reading / online searches / outlining / question writing

 A) Searching for a science fair / research topic **(Sophomores only)** hr / min

 1) List the topics generated / researched

 By 10 weeks, each sophomore has this completed. Please just list your project idea

 2) Possible (focused) questions to be asked /researched: **(Sophomores only)**

 (who, what, where, when, why, to what extent…)

 For 10 wks: Sophomores, please identify your problem task (statement) OR a null

 hypothesis

 B) Reading articles from professional journals / websites  **(All Students)** hr / min

 1) List those journals, names or articles and source. (You may summarize your literature

 review, using the emails sent to me over these last 5 weeks)

 2) Identify any changes in (focus on) questions to be asked /researched **(All Students)**

 (who, what, where, when, why, to what extent…)

3) Yes / No / Somewhat I have emailed all synopses / summaries of discussions from these

 last 5 weeks, so that an accurate and organized record of ideas has

 been maintained. **(All Students)**

 C) Participation in class activities; Bullet or describe briefly **(All Students)**

D) OTHER: Description including time-on-task **(All Students ... only if appropriate)**

III) Communicating with professionals (including mentors, non-mentor professionals, class instructor)

 **(Juniors and Seniors)**

 A) Writing e-mails, letters, faxes etc. hr / min

 1) Copies of all communication(s) have been emailed to the instructor

 2) Telephone conversations hr / min

 a) Summaries have been recorded in an appropriate journal / email

 b) Records have been checked by the instructor

 3) Meetings / Conferences hr / min

 a) Summaries/ Assignments have been recorded / completed, and reviewed

 b) The most important ideas/concepts/issues/questions that have come out of the

 meetings or conferences have been: (bullet each with explanation)

**What grade would you assign for your work to date, based upon your responses on this sheet and the checklist? (select just 1 grade from the following choices.)**

**e.g.) \_\_\_A+ 95, 96, 97**

**\_\_\_high A+ 98, 99, 100**

**\_\_\_A+ 95, 96, 97**

**\_\_\_A 93, 94**

**\_\_\_A- 90, 91, 92**

**\_\_\_high B+ 88, 89**

**\_\_\_B+ 85, 86, 87**

**\_\_\_B 83, 84**

**\_\_\_B- 80, 81, 82**

**\_\_\_high C+ 78, 79**

**\_\_\_C+ 75, 76, 77**

**\_\_\_ C 73, 74**

**\_\_\_C- 70, 71, 72**

**\_\_\_ Lower than C-**

**IV and V) should only be completed by ALL STUDENTS just prior to Symposium**

IV) Science Fair/ Laboratory Research  **(All Students)**

 A) Designing the Experiment per the original research question: hrs / min

 1) The most important issues are

 2) My frustrations are:

 3) Collecting Data: hrs / min

 4) Organizing, analyzing data hrs / min

 a) Adopted analytical technique:

 5) Other:

V) Presentation Preparation: **(All Students just prior to competitions or 4th quarter presentations)**

 A) Poster hrs / min

 B) Bibliography / Works Cited hrs/ min

 C) Oral Presentation hrs/ min

 (includes question/answer preparation

 and/or Power Point presentation creation)

 D) Final Paper hrs / min

 E) Conferencing with mentor and/or instructor hrs / min

Based upon the work of Robert Pavlica Ph.D. and the SUNY Authentic Research Program