

## Colorado Graduation Guidelines Promising Practice

<b>District</b>	Mapleton 1
<b>School</b>	
<b>Contact Information</b>	
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<b>Title of artifact</b>	Independent Research Project Forms - Mapleton
<b>Type of practice</b>	Implementation tools

### Brief description of artifact

This set of forms for independent research projects includes: contact information for student, advisor, and sponsor; research topic description; purpose, objectives, expectations; plans for demonstration, support/verification, records of progress; anticipated needs and cost; other contacts. Student and parent/guardian signature pages outline understandings and agreements. Process monitoring and completion forms are also included.

### Brief description of the process resulting in the artifact

All of Mapleton's IKF documents are part of the Mapleton Superintendent Policy. Each school applies their model to Capstone experiences.

#### ***Types of practices in the CDE Graduation Guidelines Promising Practices collection:***

1. Communications, such as announcements to school community and business community
2. Implementation process plans, such as strategic plans and timelines
3. Implementation tools connected to local graduation requirements, for instance:
  - o Testing implementation (ACT, AP, ASVAB, CMAS, IB, PARCC, SAT), such as classes and retreats, administration procedures and agreements
  - o Capstone implementation, such as instructions and samples
  - o Concurrent Enrollment implementation, such as classes and agreements
  - o Career/academic assessment implementation (e.g., ACCUPLACER, COMPASS, Work Keys), such as administration procedures and agreements
  - o Industry Certificates implementation, such as samples
4. Local graduation requirements aligned with state guidelines, such as board policies
5. Regarding students with exceptionalities
6. Other: \_\_\_\_\_

**Exhibit: Graduation Requirements**

**Independent Research Project: Approval and Tracking Form**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_

High School: \_\_\_\_\_ Director: \_\_\_\_\_

Advisor (or school contact): \_\_\_\_\_

Advisor phone: \_\_\_\_\_ Advisor email: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Sponsor phone: \_\_\_\_\_ Sponsor email: \_\_\_\_\_

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**Research Topic Description:** *Describe your Independent Research topic below, and attach any flyers, brochures, handouts, printouts, web links, etc. that help to describe the topic you are researching for your portion of the Capstone Independent Project.*

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**What is the purpose of your research?** *How does the topic chosen connect to you, why is this topic of interest to you personally, and how does that connect to the purpose?*

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**What is the objective of your research?** *What do you want to learn from this and then what will you do with the information gained?*

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**What might you expect from your research?** *What is the point of exploring this topic for those other than you?*

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**How will you show what you learned?** *What is it that you will do to demonstrate your research and what you learned as a result? Will you display a data graph and explain your analysis? Will you create a short film?*

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**Who will support your completion or verification of research?** *Who will sponsor your independent research project? Is this person a Mapleton employee or do they work outside of the district? Explain who they are, how you are connected to this potential sponsor, and why they would be best to sponsor you.*

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**Records of completion and progress:** *How will you ensure that you are on track with your plan/agreement?*

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**Supplies, materials, and transportation needs?** *What supplies or materials do I need? How will I get the materials or supplies? How will I get to and from the locations I need to visit? Will I need to set appointments with my sponsor beyond the school day?*

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**Cost (if any):** *Is there an applicant charge, a transportation fee, required supply costs, etc.? If so, what costs are involved and how will it be paid?*

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**What other contacts at my school or elsewhere may be important to consider?** *Who are the people supporting you in your research project? What other experts are available to enrich your research? Who else may be helping to monitor or support your research?*

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### **Student Agreement**

*I understand that:*

- This agreement assists in the development and measurement of my effort and learning in the program or activity described above.
- Completion of this may meet credit for the Independent Research component of my Senior Capstone and will be documented and completed with myself as the primary responsible party.
- Failure to complete the Independent Research will result in an evaluation to determine if the agreement should be terminated or revised or if my Capstone requirement will not be met.
- Lack of transportation to the site is not an acceptable reason for incompleteness.

*I agree to:*

- Be supervised by \_\_\_\_\_ and/or other approved resource personnel.
- Meet regularly with the assigned supervisor above in accordance with the agreement and it is my responsibility to contact my supervisor with any attendance issues I anticipate in advance of participating in the program or activity.
- Complete my assigned work and achieve at least the minimum performance requirements. I understand that credit, which is based on mastery of learning, can only be issued after I have successfully completed this portion of my Senior Capstone and it is evaluated for all three areas.

**Student's Name:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Sponsor/Supervisor's Name:** \_\_\_\_\_

**Staff Sponsor/Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parent/Guardian Agreement**

*I understand that:*

- This agreement assists in the development and measurement of my student's effort and learning in the program or activity described above.
- Failure to complete scheduled assignments will result in an evaluation to determine if the agreement should be terminated or revised.
- Lack of transportation to the site is not an acceptable reason for incompleteness.
- Communication and documents involving student or emergency contact information should be updated and maintained with the program or activity liaison/contact and is not the school or sponsor's responsibility.
- Credit, which is based on all three areas of the Senior Capstone, can only be issued after my student has successfully completed all areas and they have been evaluated.
- Cost of replacement or repair for willfully damaged or destroyed books and other property remains the student's responsibility to recover and not the school or sponsor's

*I agree to:*

- Allow my student to be supervised by \_\_\_\_\_ and/or other approved resource personnel while attending this activity/program.
- Communication or documents involving student or emergency contact information should be updated and maintained with the sponsor and or school supervisor, and is not the school's responsibility.
- Meet, as requested, with the supervisor above in accordance with the agreement, if necessary.
- Support my student in the completion of his/her Independent Research.

**Parent/Guardian's Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Research Project Monitoring Form

## IKF-E1

**Student's Name:** \_\_\_\_\_

[illegible][illegible][illegible]



**Independent Research Project Verification of Completion Form**

---This page is to be completed by approved school supervisor only.---

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Research Topic: \_\_\_\_\_

School: \_\_\_\_\_

☐ Approved

☐ NOT Approved

Credits Received: \_\_\_\_\_

Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_

School Personnel Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Adopted \_\_\_\_\_, 2013.*