

ACTIVITIES SCHEDULE: TERM PAPER AND RESEARCH PROJECT 2017 – 2018

- **Friday 22 October**

Group Directors

The group directors organized the teams and the Dean of Studies assigned the advisor and the topics will be determined according to the area – term paper or research Project. The topics suggested by the students shall be reviewed and approved.

- **Tuesday 31 October**

Teacher Training:

The methodology shall be shared and the materials handed out to each teacher for the development of the process with each of their teams.

- **Friday 3 November**

Advisory I (In person)

Time: 1:30 to 2:30 p.m.

The students along with their advisors will go over the methodology to be used for the Project, the conditions to be met, evaluation parameters, coevaluation and corresponding Schedule. **(It is important that the coevaluation format be well understood by students from the beginning of the advisory session so that they may fill it out correctly and be aware of the criteria on which they will be evaluated).**

Each advisor will guide the students through the documentation process and information search from diverse bibliographical sources. They will lead the students so that they may begin writing the problem question and focus. The objectives: general and specific. For the 11th grade students, the final product should be emphasized.

Each advisor will hand their students the specific guidelines for their work (term paper or research Project) and a list of verbs to use in writing their objectives.

Once the advisory session is finished, each student will fill out their coevaluation format regarding this first encounter.

Homework:

For the following session, the students from 7th to 11th grade shall bring a rough draft of their problem question. The objectives: general and specific, which will serve as their starting point for their work. Para la siguiente Advisory session, los estudiantes de 7^o a 11^o, deberán traer diseñada la pregunta.

Los estudiantes de 12^o deberán revisar estos aspectos de tal manera que puedan hacer los ajustes necesarios fruto de los hallazgos obtenidos durante el año anterior, además de la estructuración del producto final.

- **Monday 27 November**

Advisory session II (In person)

Time: 1:30 to 2:30 p.m.

The students from 7th to 11th grade will meet with their advisor to review their problem question and the objectives they prepared at home, make any necessary adjustments and begin with the process of reading the information collected from different bibliographical sources; then they may begin writing the justification and conceptual framework: glossary, theoretical framework; in the case of 11th grade and the research project.

12th grade students will make the pertinent adjustments to their research title, introduction, justification, conceptual framework: glossary, theoretical framework. Methodology design: time and space. Analysis unit and simple. Writing of report on information gathering with the corresponding timetable for each step. Any adjustments necessary in view of the advisor's recommendations. This review will be useful to continue with the project once the advisor has given their approval.

At the end of the session, the advisor will pick up each students' coevaluation format completely filled out; then proceed to give his evaluation keeping in mind the rubric and the corresponding criteria.

Homework:

Given the advisor's explanations and identification of the topics, which will be included in the theoretical/ conceptual framework: glossary, theoretical framework (chapters) and bibliography for the research Project, the students will review their bibliography and begin working on their paper.

7th to 10th grade student, next Advisory Session, will:

- Hand in the first rough draft which will include cover, title, index, justification, problem question, general and specific objectives, theoretical framework and bibliography.
- Make the necessary adjustments requested by the advisor with regard to the problem question's conceptualization and the objectives, both general and specific.

11th grade students, next Advisory Session, will:

- Hand in the first rough draft, which will include cover, title, index, justification, problem question, general and specific objectives, theoretical framework, and conceptual framework: definitions of terminology, (chapters) and bibliography.
- Make the necessary adjustments requested by the advisor with regard to the problem question's conceptualization and the objectives, both general and specific and regarding the final product.

12th grade students, next Advisory Session, will: Hand in the first rough draft, which will include cover, title, index, justification, problem question, general and specific objectives, theoretical framework, and conceptual framework: definitions of terminology, (chapters). Methodology: time, space, unit analysis and samples. Data gathering instruments: surveys, interviews, workshops (in accordance with the research type) and bibliography.

- **Monday 27 January**

Advisory session III (NOT in person)

The students will hand in their first printed draft of their paper or Project to their advisor. This event will not have a coevaluation format.

The advisor will correct the first draft according to the criteria cited in the rubric and according to the term paper or research project specifications (see Column III)

- **Monday 12 February**

Advisory session IV (In person)

Time: 1:30 to 2:30 p.m.

The advisors will return the first rough drafts corrected to the team and go over the evaluation using the criteria specified in the rubric and the corrections suggested in order to continue the process.

At the end, the advisor will collect the coevaluation format from each student, which should be completely filled out. There is NO grade in the evaluation rubric.

Homework:

7th to 10th grade student, next Advisory Session, will:

Correct their first draft following the advisor's suggestions, and will start writing the conclusions.

11th grade students, next Advisory Session, will:

Correct their first draft following the advisor's suggestions, and will start writing the methodology: time, space, analysis unit and sample. They will also begin writing the data gathering instruments.

12th grade students, next Advisory Session, should have begun the application of data gathering instruments and data analysis.

- **Miércoles 21 March**

Advisory session V (NOT in person)

The students will hand in their second rough draft to their advisor, who will review it in accordance to the criteria of the evaluation rubric (term paper or research project).

COEVALUATION IS NOT APPLIED, since there is no formal advisory session.

- **Friday 6 April**

Advisory session VI (In person)

The advisor will return the second rough draft to the team and go over the evaluation made in accordance to the criteria of the evaluation rubric and the previous corrections and suggestions that the team had received. The advisor shall also make the suggestions for the final draft of the work.

At the end, the advisor will collect the coevaluation format from each student, which should be completely filled out. There is NO grade in the evaluation rubric.

Homework

7th to 10th grade student, next Advisory Session, will finish their work following the advisor's instructions.

11th grade students, next Advisory Session, will correct the writing of the data gathering instruments.

12th grade students, next Advisory Session, will complete their Project following the advisor's suggestions with regard to their final product.

- **Friday 27 April**

Advisory session VII (NOT in person)

Time 1:30 to 2:30 p.m.

7th to 10th grade students, hand in their final paper to their advisor in digital format following the technical guidelines required by the School.

11th grade students, hand in the written report regarding the data gathering instruments and the suggested dates for their application next year.

12th grade students, hand in their final Project to their advisor.

NO se aplica coevaluación porque NO hay reunión con el equipo y los asesores.

The advisor will assess the work according to the criteria specified in the evaluation rubric.

Homework:

Each team will design their presentation (slides, posters, videos etc.) according to the guidelines established for PowerPoint presentations and send them via email to their advisor by May 3, so that on Monday, May 7th the advisor may suggest the last adjustments necessary at the Advisory Session..

- **Monday 7 May 1:30 to 2:30 p.m.**

Advisory session VIII (In person)

The advisor will go over the final work and Power Point presentation. He will indicate to each team the adjustments necessary and request that the final work along with the presentation be sent by May 9 by email.

At the end, the advisor will collect the coevaluation format from each student, which should be completely filled out. The evaluation rubric for Power Point presentations is applied.

- **Friday 10 May**

Each advisor will submit his team presentations to his or her coordinator.

- **Tuesday, the 15th to Monday may 21st**

Public Classes, inside each classroom

According to the calendar, each team will expose his work before the jury.