

**GEORGE STEVENS ACADEMY
BLUE HILL, MAINE 04614
207-374-2808**

**Independent Study and Internship Program (ISIP)
February 27 - March 10, 2017**

This Notebook belongs to _____.

If found, please return!

This is your ISIP Project Notebook. There are many other notebooks like this notebook but this is YOUR notebook. Keep track of it at all times. Pay close attention to your deadlines. Remember that your ability to meet each deadline is an indicator of your readiness to take on an Independent Study. This notebook contains all the guidelines and forms you will need for your ISIP project. You should keep copies of all your completed work in this Project Notebook. At the end of the ISIP term, you must hand in this Project Notebook together with your ISIP reflective essay and other relevant materials.

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If you have questions, concerns, or want information.....

Mrs. Elizabeth Moss at e.moss@georgestevens.info

ADVISORS and MENTORS

Throughout this notebook we will refer to two very important people: the ISIP Advisor and the Project Mentor.

The ISIP Advisor is a member of the GSA faculty (a teacher or administrator) who has agreed to advise you through the entire ISIP experience. The ISIP Advisor will help you with your ISIP proposal, will be in contact with you during your ISIP experience, and will grade your final ISIP Project Notebook. Your ISIP Advisor will probably not be your regular GSA advisor, but may be someone whose expertise and interests are related to your ISIP project.

Your Project Mentor is the person with whom you are interning or studying. Project Mentors have special experience or interests that qualify them to help you with your project, or they may be professionals with whom you can do an internship.

For example, if a student spends two weeks working with a local architect or a car mechanic, the architect or the car mechanic should serve as the Project Mentor. In cases where a student is working on a project with a GSA teacher (for example, writing a novel under Ms. McCormick), the teacher can serve as both the Project Mentor and the ISIP Advisor.

Project Mentors must be qualified to evaluate a student's work or performance. Students who plan to stay with relatives during ISIP should understand that unless that relative is particularly qualified to serve as a Project Mentor, they will need to find someone else to serve in that role.

KEY DATES

Pay close attention to these dates. The ability to submit properly completed materials on time indicates readiness for Independent Study. The opposite is also true.

Week of October 24: Students receive ISIP Notebooks

November 7-9: Students sign up for ISIP Advisor

Friday, December 2: *Due*: ISIP proposal worksheet with parent signature.

Friday, January 13: *Due*: Final ISIP proposal with project mentor name/ address and parent signature.

Friday, January 27: *Due*: Signed ISIP contract with final proposal attached.

Wednesday, February 8: Project mentor letter and contract posted.

Monday, February 27 - Friday, March 10: ISIP 2017

Monday, March 13: *Due*: Completed ISIP Notebook

Wednesday, March 15: Exhibition Night

GUIDELINES & RULES

GSA's Independent Study and Internship Program (ISIP) creates an opportunity for 11th and 12th grade students in good academic standing to spend two weeks exploring an academic, vocational, or career interest outside the classroom. Students must design a project, and submit a detailed proposal of the project. Students whose projects are approved will be excused from their regular GSA classes during ISIP's two-week term.

Goal. The goal of an ISIP project must be educational, and students must be able to explain their educational aims in their ISIP proposal. Proposals that lack a clear educational goal will not be approved.

Focus. An ISIP project may focus on an academic or artistic interest the student wishes to investigate in greater depth, or it may be designed to explore a career or vocational interest.

Single project. The ISIP project must be a single project that a student will carry out over a period of two weeks and at least sixty (60) hours; it may not be a series of shorter projects or internships.

Time commitment. Students are expected to make ISIP their central occupation during the two-week term, and to commit at least thirty (30) hours each week to their project. The required thirty hours does not include travel time.

Eligibility. Every junior and senior in good academic standing is eligible to participate in ISIP. Students who are failing more than one course at the end of the first semester (January 20, 2017) will not be permitted to participate in ISIP during the third quarter, because s/he is on academic probation. **Note: A failing grade in ISIP may impact your co-curricular eligibility.**

School. Students who, whether by choice or because of probation, are not undertaking an approved ISIP project are required to attend school and classes as usual.

Project location. ISIP projects may be pursued on campus, or somewhere else on the Blue Hill Peninsula, or at a location that requires significant travel.

Travel & ISIP. Students who wish to travel during ISIP, or who wish to live somewhere other than home during ISIP, must show strong educational reasons to support travel

plans; traveling is not, by itself, a ready-made project. For example, a project that compares the architecture of courthouses in New England would justify travel plans within New England. An internship at a recording studio in Boston would justify travel. On the other hand, proposals “to travel to California to take pictures” or “to go to Europe and see the sights” lack clear educational rationales and will not be approved.

Don’t buy the ticket before you have an approved ISIP plan! Students are strongly cautioned not to make travel plans for ISIP until they have received approval for a specific ISIP project proposal.

ISIP Advisors. Every ISIP student must have an ISIP Advisor who is a regular member of the GSA faculty or staff and who can provide help and guidance to the student in planning and carrying out an ISIP project.

Project Mentors. Every ISIP student must have a Project Mentor who offers experienced or professional support for the project. In some cases, a Project Mentor will be the person with whom the student is interning or learning a skill; in others, the Mentor is the “guide on the side” who advises the student along the way. The Mentor may in some cases be the same person as the ISIP Advisor.

Contact with Advisors. All ISIP students must maintain regular contact with their ISIP Advisors.

GSA campus. Students who are doing an approved ISIP project off campus may not be on the GSA campus between 8:00 am and 2:35 pm during the designated two-week ISIP term except to have pre-arranged meetings with their ISIP Advisors.

Credit for ISIP. Students receive .5 academic credit for completing an ISIP project. Students may not under any circumstances be paid for work they do as part of their ISIP project.

ISIP grades. To receive ISIP credit, students must submit their completed ISIP Notebook, including the reflective essay and any other materials, specified in the final ISIP proposal. The ISIP notebook will be graded by your ISIP advisor (Pass, High Pass, Fail). To receive ISIP credit, they must satisfactorily participate in the GSA ISIP Exhibition Night. Students may not receive partial credit for ISIP work. ISIP grades are part of a student’s work and will appear on the 3rd Quarter report card (counted as an independent course) as well as on a student’s official transcript as a pass or fail.

ISIP FINAL CHECKLIST

Use this checklist as you finish required elements of your ISIP project. This checklist must be part of your final ISIP Notebook. Your ISIP Advisor must initial this page as you turn in your final notebook with any additional material.

Planning your ISIP project

- _____ received ISIP Notebook (Week of October 24)
- _____ assigned or selected ISIP Advisor (November 7-9)
- _____ submitted ISIP Proposal Worksheet (December 2)
- _____ Project Mentor lined up
- _____ submitted final ISIP Proposal with parent/guardian signature (January 13)
- _____ submitted signed ISIP contract with Final Proposal - 3 pages (January 27)

Carrying out your ISIP project February 27- March 10

- _____ kept daily log of project
- _____ spent 30 hours per week on project, not including travel time
- _____ kept in regular contact with ISIP advisor as agreed upon
- _____ fulfilled all terms of contract and proposal

Completing your ISIP project

- _____ wrote reflective essay of your experience
- _____ submitted complete ISIP Notebook (due March 13)
- _____ participated in available opportunities to show off ISIP work at school assembly or in school display cases

ISIP Advisor's initials _____

ISIP PROPOSAL WORKSHEET

Due Friday, December 2, 2016

This worksheet *must* be part of your final ISIP Notebook.

Student Name _____

(If you do not have enough room, feel free to attach a separate sheet with your responses.)

In three to five sentences, describe what you want to do on ISIP.

List the educational goals you hope to achieve; that is, what you hope to learn:

Who will you ask to be your Project Mentor? What qualifies your Project Mentor to serve in this capacity?

If you are proposing to travel and live away from home, explain how this is an essential part of the educational aim of your project.

“I have discussed this Preliminary ISIP idea with my child and support its direction at this time. “

Parent/Guardian Signature: _____

(Provide one copy of this worksheet to your ISIP Advisor, and one copy to the front office. Keep the original in your own notebook!

FINAL ISIP PROPOSAL

Due Friday, January 13, 2017

Your final ISIP proposal *must* be part of your final ISIP Notebook. In a single, typed, well-organized, carefully proofread page, write a detailed proposal for your ISIP project. Your proposal should address all the following:

First paragraph:

Describe the project you intend to undertake. What are the educational goals of this project?

Who will be your project mentor? ISIP advisor?

If you will not be living at home, describe where you will live, with whom, and the reason for this location.

Second paragraph:

Describe how you will spend 30 hours each week of ISIP.

What do you anticipate being the most challenging part of your ISIP project?

Finally, please include the following two important items as part of your proposal or it will not be accepted and approved:

Your parent/guardian must sign the bottom of your ISIP Final Project Proposal.

Name, complete mailing address, and email or telephone number of your project mentor so we can formally communicate with them prior to your project.

Submit one copy of this proposal to your ISIP Advisor, and one copy to Mrs. Davis at the GSA Front Office.

Remember to keep the original copy for your own records in your notebook!

CONTRACT

for

Independent Study and Internship Program (ISIP)

February 27 - March 10, 2017

GEORGE STEVENS ACADEMY
23 UNION STREET
BLUE HILL, MAINE 04614
207-374-2808 207-374-2982 (FAX)

This contract is between George Stevens Academy and _____(student) to undertake the following ISIP project.

For the student:

I, _____, agree to undertake my ISIP project following the plan set forth in my proposal as approved by my ISIP Advisor.

I agree to spend no fewer than 30 hours each week on this project.

I will maintain contact with my ISIP Advisor, and with my Project Mentor, as described in my proposal.

I agree that I am responsible for all expenses associated with this project, including any travel and living costs.

I agree not to receive any monetary compensation for work that I do during this ISIP project.

Signed _____ Dated _____

(Go to next page)

For the ISIP Advisor

I, _____, agree to serve as ISIP Advisor for this student. I have approved his/her ISIP proposal, and further agree to stay in contact with him/her as described in the approved proposal.

Signed _____ Dated _____

For the ISIP Project Mentor

I, _____, agree to serve as ISIP Project Mentor for this student and to supervise his/her work as described in the approved proposal. I understand that it is NOT my responsibility to grade the student’s work, but that I will be asked to submit a brief evaluation of his or her work with me.

Signed _____ Dated _____

For the Student’s Parents or Guardian

I, _____, approve of my son/daughter’s proposed ISIP project as described in the proposal. If my son/daughter has made plans to travel and to live away from home, I approve of these plans as well.

Note: This *must* be signed by the parent or guardian, *not* by the student.

Signed _____ Dated _____

(Go to next page)

Contact Information

Student _____
Address during ISIP:
Street _____
City: _____ State: _____ Zip: _____
Telephone: _____ Mobile: _____
E-mail: _____
Country if not USA _____

Parent/Guardian _____
Mailing address:
Street _____
City: _____ State: _____ Zip: _____
Telephone: _____ Mobile: _____
E-mail: _____

ISIP Advisor _____
Telephone: _____ Mobile: _____
E-mail: _____

Project Mentor _____
Mailing address:
Street _____
City: _____ State: _____ Zip: _____
Telephone: _____ FAX: _____
E-mail: _____

Note: A signed copy of this three (3) page agreement must be given to EACH of the following: (a) parent or guardian; (b) ISIP Advisor; and (c) the GSA Office.

The student should keep the original signed copy for his/her record in his/her ISIP Notebook.

ISIP Advisor Contact Record

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Record each contact you have with your ISIP Advisor while you are on ISIP. Each record should note the a) date, b) the mode - whether by phone, email, or face-to-face); and c) what you discussed.

This record *must* be part of your final ISIP Notebook.

Name_____ ISIP Advisor_____

Sample #1:

I have set up a blog with my advisor Mr. Gray so that he and I will be able to communicate every other day. I have informed him about the first few days of my ISIP which is going well, but I am finding that I am just observing at this point and not really doing much in the law office. He suggested that I talk with my project mentor and ask if there is a specific task I can be assigned. I will meet with my project mentor tomorrow.

Sample #2:

I contacted Ms. Jellison by phone today (date) as we had previously arranged. I updated her on my ISIP. She plans on visiting me at the BH Hospital on Friday to see me in action. She is the best! We talked about my daily routine to date, and what it takes to be a physical therapist. I am worried that I may not get enough hours at the hospital. We discussed seeing if I could join Mr. Smith's private practice in Ellsworth too. I will call him....

ISIP Daily Log

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Use this log to record the time you spend on your ISIP project, and your daily activities and experiences.

For example, what did you learn today? What's going well? What challenges did you encounter? How did you handle this? Use additional sheets as necessary.

This log *must* be part of your final ISIP Notebook. You may use a journal, blog, or independent notebook to record your progress.

Name _____ ISIP Advisor _____

Sample Log from a student who was involved in an architectural experience:

Monday, February 27

"I started with Maya software today. I completed the first three lessons (repeating the first one for practice), which talked about not only moving or resizing items in 3D space, but the basics of key frame animation and grouping (another aspect that is important when animating clusters of objects). I created a room with several boxes and pillars, and then created a solar system that spun around a pedestal in several different directions at different speeds. I am finding the actual work of animation quite fun, although it is slightly tedious. I have also realized that the tutorial book that I am using is for version 7 of Maya, while the version of the software I have installed is version 8.5. It had been rather frustrating working with some of the tutorials, because they have changed the menu of Maya (which is complicated to begin with) and I often have to access commands through an entirely different menu path."

Total hours today: 6.5 hours

The Reflective Essay

Your Reflective Essay is your chance to pull together your thoughts about what went well, what didn't, and what you learned from your experience. You should address most or all of the following questions:

What did you learn?

What challenges did you encounter and how did you respond to them?

How well did you achieve the goals you set out for yourself?

What problem-solving skills have you learned?

What have you learned about relating effectively with people?

What have you learned about managing resources, e.g. time, energy, money?

Your essay must be two (2) typed, double-spaced pages. It must be clearly and carefully written. It must be very carefully proofread. Essays containing a noticeable number of mistakes will be returned to you to be rewritten.

Completed Notebook Guidelines

To receive credit for your ISIP project, you must submit your ISIP Notebook along with a Reflective Essay, and any other relevant materials that reflect the work you did on ISIP, such as videos, photo journals, or other products.

Your completed Notebook must contain:

ISIP Checklist, initialed by your ISIP Advisor

ISIP Proposal Worksheet, signed by a parent/guardian

ISIP Final Proposal, signed by a parent/guardian

ISIP Contract (with ALL signatures)

ISIP Advisor Contact Record

ISIP Daily Log

ISIP Reflective Essay

ISIP Project Mentor Evaluation

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Dear Project Mentor:

On behalf of GSA's ISIP, thank you for agreeing to mentor our student. We truly appreciate the time and consideration you have given over the past two weeks. We would like to receive your candid feedback on how this student did. Please complete the following two-page evaluation and return it to:

*George Stevens Academy
23 Union Street
Blue Hill, Maine 04614
Fax #207-374-2982*

Name of student _____

	Poor-----Excellent				
Worked well on project	1	2	3	4	5
Responded well to instruction	1	2	3	4	5
Was on time for appointments	1	2	3	4	5
Was focused and attentive	1	2	3	4	5
Set and met goals	1	2	3	4	5
Worked well alone	1	2	3	4	5
Communicated well	1	2	3	4	5
Interacted well with others	1	2	3	4	5
Was courteous	1	2	3	4	5

Please add additional comments, suggestions, or reflections:

Again, from everyone here at GSA, thank you for your mentoring. It matters tremendously that you have played such an important role in the education of a GSA student. Do not hesitate to contact me should you have reflections or suggestions for our program.

Elizabeth Moss
ISIP Coordinator
George Stevens Academy
e.moss@georgestevens.info

Project Mentor Signature: _____ Date: _____

Project Mentor Name (Please Print): _____