

## ELEANOR ROOSEVELT RESEARCH PRACTICUM START-UP CHECKLIST

Please make sure you complete each of these steps **BEFORE** you begin your research. Failure to complete any of these steps may result in the **rejection** of your project **regardless** of the amount of work already completed.

\_\_\_\_\_ **LOG BOOK** – Student **must** keep a scientific log book, in which annotations and data are kept. Students should document phone calls made, web sites visited, etc., as well as actual data and notations for their project.

\_\_\_\_\_ **PROPOSAL** – Students **must** submit and have approved a research proposal prior to beginning any experimentation. Proposals must be typed and follow the attached format. All completed proposals should be e-mailed to Mrs. Donoghue (alexis.donoghue@pgcps.org) and cc'd to Ms. Hemelt (jhemelt@pgcps.org).

\_\_\_\_\_ **MENTOR INFORMATION SHEET** – Students **must** complete a mentor information sheet prior to experimentation. This form should be typed based on the attached format and sent along with your proposal Mrs. Donoghue (alexis.donoghue@pgcps.org) and cc'd to Ms. Hemelt (jhemelt@pgcps.org)

\_\_\_\_\_ **SCIENCE FAIR FORMS** – Students **must** complete, submit, and obtain approval of their project for science fair prior to experimentation. These are not our rules but are mandated for science fair. Students should visit the science fair web site (<http://www.societyforscience.org>) and scroll down to the **Rules Wizard**. Select Rules Wizard (embedded in text). Students will be asked to answer a series of questions based on the research they will be conducting. If the question **does not apply** to your research, select next page and continue through the Rules Wizard. At the end, the web site will generate a list of forms necessary for your project's approval. These forms can be downloaded using Adobe and saved to your computer. Every project **must** submit **at least** three forms: **Adult Sponsor Safety Checklist, Research Plan and Plan Attachment, and Approval Form 1B**. All forms should be typed and signed prior to submitting to the Science and Tech Office. Note, these files **do not allow** you to save changes once you've begun typing. If you are not finished with a form and you save it, the form will be blank when you re-open it later. As a suggestion, print out blank copies of these forms, complete them with your mentor, and then type them. **Make sure** all appropriate signatures are obtained with dates. Your **RP teacher** will serve as the Adult Sponsor and that signature will be provided at school.

### IMPORTANT INFORMATION

Students make work as a team on a project **as long as** these specific criteria are met. For science fair, students may present their project as a team effort which is judged in a separate category. FOR RP, a team project must be capable of being divided into two separate projects. The RP Paper, Poster, and Power Point Presentation will be completed by individuals.

### MAKE NO ASSUMPTIONS.

Please take the time to contact Mrs. Donoghue (alexis.donoghue@pgcps.org) during the summer to ask questions or clarify information.