

## **Steps in a Project—Teacher Guidelines**

For each project, the teacher is responsible for the following:

1. Orient students to the project, its purposes, and the scoring guide
2. Set a timeline with the student for identifying a topic or question to study
3. Set a timeline for the submission of the proposal
4. Review the proposal
5. Assist the student in securing a mentor and other experts in the field, as needed
  - 5a. Obtain security clearance for the mentor
6. Give the student feedback on the proposal
7. Approve the proposal when the student has addressed all questions or concerns
8. Develop a review schedule and establish criteria for interim grades, if needed
9. Monitor carefully the student's progress on the project
10. Meet periodically with the mentor and student
11. Set up a time and location for the public presentation
12. Record the score on all appropriate school documents
13. Follow district guidelines for photography and videotaping students, and secure a release in accordance with district policy