

Summary of the Inquiry requirements for students to be eligible for Inquiry to be included on the transcript. Failure to complete any part of these requirements to the satisfaction of the SIRC may result in an incomplete Inquiry project, therefore no notation on the transcript of completion.

Proposal

- 1) Students must submit a completed **proposal** form. The completed proposal must be reviewed and approved by the advisor and the SIRC. The proposal includes a **thorough description, plan of work, bibliography**, and must address use of hazardous materials and human use.

Due: second Friday of September

Ethical Implications

- 2) Students must submit a short paper addressing the **ethical implications** of the project. Occasionally this requirement may be waived upon consultation of the advisor and Coordinator for Student Inquiry.

Due: second Friday of September

Progress Report and Abstract

- 3) A **progress report** is required, once each semester. This is turned in to the Inquiry office, with sign-off of the advisor. The Presentation Day **abstract** will serve as the spring progress report.

Due: first Friday of December

Abstract Due: Two to three weeks before Spring break.

Project Research

- 4) The student must **research** the Inquiry and meet with the advisor to assess progress. Evidence for this is provided by regular journal entries, the progress report, submission of an abstract for presentation day, group discussion, and final summary and evaluation.

Inquiry days are provided throughout the school year for work. Students are expected to meet with advisors *at least* weekly; every Inquiry day.

Journal check: To be arranged, at least once each semester.

Project Journal

- 5) Students will maintain a journal documenting their Inquiry work, progress, thoughts, discussions, resources, etc. At least once each semester students will discuss their journal entries with the Inquiry Coordinator.

Practice Day: usually the second to the last

Wednesday in April

Presentation Day: usually the last Wednesday in April

Presentation

- 6) The student must **present** the Inquiry work on presentation day. This includes an **oral presentation** on Presentation Day; **poster presentation** is optional. All students are required to **practice** their presentation on the designated day.

First Draft: one week before Practice Day

Final Version: two weeks after Presentation Day

Final Report

- 7) Students prepare a **written report**, beginning with the abstract and detailing the inquiry project. Products of the inquiry may be included with documentation of scholarly work. Embedded references and/or footnotes are required.

Due: one week before finals

Final Summary and Evaluation

- 8) The students and advisor, together, will discuss and reflect on the Inquiry for determination of final transcribing.

Date*/Comments

*due dates provided are only approximate and subject to the academic calendar; the exact schedule should be checked each year