Sept. 2023

Addendum to the Scientific Inquiry and Research (SIR) Student Handbook

ADDENDUM 1

Guidelines -| Academic Year 2023-2024

1. There will be two "on-campus" SIR courses at IMSA.

   a. Drug Discovery course run by Dr. John Thurmond

   b. Particle Physics course run by Dr. Peter Dong

2. Faculty and staff can mentor students on independent (self-arranged) projects, the topic of which may or may not be related to both previously run on and off-campus SIR courses.
3. Faculty and staff will not get any release time for mentoring student SIRs.
4. It is advised that each individual mentor not take on more than 5 students, due to the amount of work involved, but this is just a guideline and it is up to each individual mentor as to how many students they wish to mentor.
5. **ALL COMMUNICATION WITH OFF CAMPUS MENTORS NEEDS TO GO THROUGH THE SIR OFFICE.**
6. Off- campus SIR emails need to be cleared through the SIR office before students begin work.
7. All SIRs need to adhere to safety guidelines set forth by the hosting campus and mentors will need to confirm placements prior. If the hosting site or IMSA no longer allows students to work off-campus due to the health and safety risks from a virus outbreak, remote-based work will need to be implemented.

Please understand that in the interests of safety and equity, if there is a need for IMSA to be shut down due to a virus outbreak, the following will go into effect.

- *SIR visits off-site will be suspended until such time as deemed by the state and academy to be safe to return to normal.*
- *No SIR credit will be issued to students who go off campus by any means (bus, train, personal vehicle etc.) during this time.*

8. Whether on-campus or off-campus, all SIR projects need to be meaningful (see definition below), with a demonstrable deliverable, and need to include the components of a written scientific paper, culminating in a presentation of the final project at IMSAloquium.

9. "Meaningful" with respect to SIR projects is defined as a project that includes, but is not limited to reviewing literature, working on applying the knowledge gained to creating a new and innovative product, theory, proposal or hypothesis and furthering the scientific method through focused work culminating in a presentation at IMSAloquium. Reading a few scientific papers for an off-campus advisor will not constitute an SIR project. Upholding and executing the scientific method is what distinguishes an SIR project from an independent study. If lab work and collecting data is not be possible, meaningful work could constitute analyzing data that has been collected by others in the lab.

10. All efforts will be made to place students in SIRs, either on or off campus, in an equitable manner – any student wishing to do an SIR will be able to do so. All students will have equal representation in choosing an SIR project. Every student will have a fair chance of the SIR project of their choice.

The SIR Team   Principal and Chief Academic Officer
Ms. Cathleen Cunz   *Dr. Angela Rowley*
Dr. Peter Dong
Dr Dave DeVol

ADDENDUM 2

Dates for SIR on I days AY 2023-2024

SIR FY24 (AY2023-24) Inquiry day schedule

Week	2023		Week	2024
1	9/13/23			
2	9/20/23			
3	9/27/23		13	1/24/24
4	10/4/23		14	1/31/24
5	10/18/23		15	2/7/24
6	10/25/23		16	2/14/24
7	11/1/23		17	3/6/24
8	11/8/23		18	3/13/24
9	11/15/23		19	3/20/24
10	11/29/23		20	4/3/24
11	12/6/23			
12	12/13/23		**Practice**	**4/10/24**
			IMSAloquium	**4/17/24**

ADDENDUM 3 SIR Deadlines

Deadlines for AY2023-2024 SIR

Start Date for SIR

The official start date this year is Wednesday, Sept. 13. If mentors wish to start earlier, that is fine, please notify the SIR office.

Deadline to officially enroll in SIR for AY 2023-2024

The SIR office can accommodate students interested in signing up for SIR projects until Sept. 27, 2023.

Schedule of Assignments to be submitted

SIR Agreement form

This form should be signed by student and parent no later than Sept. 13, 2023 (or prior to the actual start date) and submitted on the SIR AY2023-24 Canvas classroom.

SIR Proposal

SIR proposals will be accepted on a rolling basis until Dec. 1, 2023. An SIR Proposal (no more than 1 or 2 paragraphs) should be submitted for new projects. If you already have an SIR project recognized by this office, you should submit a 2-3 sentence project update in lieu of the proposal.

Annotated bibliography

Students enrolled in an SIR project need to submit an annotated bibliography by December 1, 2023. If you are working on a new SIR project this year, please submit an annotated bibliography with a minimum of 5-6 references. If you are working on the same project as last year, you should add 3-4 references to your existing bibliography and submit your revised document.

SIR Introduction

SIR Introductions with citations in text and a bibliography will be due on Dec. 15, 2023. If you are continuing your project, please add a few sentences updating your project, including 1 or 2 new references and resubmit your introduction.

Progress report

A progress report of about one paragraph is due to this office by Jan 26, 2024. The progress report will include an update on your project and the direction of your future work.

Abstract

An abstract of your work should be submitted by March 22, 2024. The abstract should not exceed 200 words.

Posters

Posters approved by mentors need to be submitted on canvas before April 3, 2024. No exceptions!

Presentations

The SIR office would like student presentations to be completed and submitted by April 10, 2024.

IMSAloquium Practice Day

Practice Day for IMSAloquium is on April 10, 2024.

IMSAloquium

This year, IMSAloquium will be held on April 17, 2024.

Final paper

A copy of your final paper should be submitted no later than May 17, 2024.

Calendar Reference List

Item	Due Date
Start Date	September 13
Agreement Form	September 13 (or prior to actual start date)
Lab-Safety Form	September 13 (or on the actual start date)
Deadline to official enroll	September 27
Annotated Bibliography	December 1
Proposal	December 1
Introduction	December 15
Progress Report	January 26
Abstract	March 22
Mentor approved Poster	April 3
Presentation, practice	April 10
IMSAloquium	April 17
Final Paper	May 17