**Exhibition Binder Requirements**

***All of the following materials must be included in your final Exhibition Binder (in plastic sleeves) in the order presented below.  All written work must be (typed) clean copies and not marked with the exception of the checklists and rubrics which must be scored by the Exhibition teacher or PBGR Coordinator***

**IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT ALL REQUIRED COMPONENTS ARE SUBMITTED IN YOUR BINDER AND THAT ALL THE COMPONENTS MEET STANDARD.**

|  |  |
| --- | --- |
| ITEM | DATE PLACED IN BINDER |
| New three-ring binder including cover sheet and  table of contents |  |
| Letter to the Judges |  |
| Proposal |  |
| Proposal check-list *completed by teacher* |  |
| Works Cited with Description #1 |  |
| Works Cited with Description #2 |  |
| Works Cited with Description #3 |  |
| Works Cited with Description #4 |  |
| Works Cited with Description #5 |  |
| Scored Research Rubric *completed by teacher* |  |
| Exhibition Journal Part 1 |  |
| Exhibition Journal Part 2 |  |
|  |  |
| Journal check-list *completed by teacher* |  |
| Thank You Letter to Mentor |  |
| Evaluation of Student by Mentor |  |
| Mentoring Time Logs |  |
| Reflective Essay |  |
| Scored Reflective Essay Rubric *completed by teacher* |  |

**EXHIBITION PROPOSAL**

**Name:  Date of Submission:**

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Use this sheet to develop your Exhibition Project Proposal. Make sure you address each of the components. Use this exact outline as a template.  **This form must be typed** and designated as meeting standard by the PBGR Review Committee prior to proceeding with your Exhibition project.

**Note: You must spend at least one (1) contact hour working on the proposal with your mentor.**

**CORE QUESTION AND PROJECT TITLE**

Your Core Question must:  • *Be based on your interests*• *Open ended / Exploratory*• *Lead you towards a learning stretch*             • *Address a problem/issue within your topic*• *Be clearly stated as a question*

**Core Question**:

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**Proposed Exhibition Project Title:**

**II. EXPLANATION OF EXHIBITION PROJECT**

Describe the topic you have chosen and why you have chosen to explore this topic. Explain any prior knowledge and/or experience you have in relation to the topic.

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**III. PROBLEM SOLVING:** An essential element of the Exhibition process is for you to identify solutions to problems inherent in your topic.  Generating solutions will provide the opportunity for you to apply what you have learned through your research.

**Identify your problem:**   Explain the problems/issues that are connected to your topic.

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**Possible applications of learning:** What are some of the initial ideas of possible solutions you have to address these problems/issues? Explain the form your application could take (Planning & hosting an event; Designing and/or creating a physical product; Demonstrating a new skill; Formulating an intellectual product; Improving a system; Providing a service**IV. MENTOR INFORMATION**

Identify your mentor and explain why he/she will provide the appropriate expertise for your project’s topic,

research, and application of learning.

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**V. LHS CORE VALUES**

Explain which of LHS’ Core Values, Beliefs, and Expectations you will demonstrate through completing the Exhibition process.

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**VI. PRELIMINARY LIST OF RESEARCH RESOURCES**

Develop a list of **two** specific resources **in proper MLA format** (books, journals, websites, individuals, industries, or organizations) that you will need to consult to complete this project.  Note: The required minimum number of sources for the completed Exhibition project is five.

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**VI. SIGNATURES**

Meet **with your mentor** and **review this proposal***.* Once reviewed and mutually agreed upon, you, your mentor, and your parent/guardian must sign and date below.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_

**Mentor Signature                            Date**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_

**Student Signature                                           Date**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian                             Date**

**Mentor Information Acknowledgement Form**

*Please submit a stamped, business envelope addressed to your mentor with this form.*

Student:                     Exhibition Teacher:

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**Mentor Information**

Name:

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Job Title:

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Business:

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Street Address:

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City/State/Zip Code:

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Day Phone\*: Evening Phone\*:

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E-mail Address:\*

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**TO THE MENTOR**

*I have agreed to serve as the mentor for the student above and hereby state that: the information provided is correct, I am at least 21 years of age, and not an immediate family member (Parent/guardian, sibling).*

*According to Lincoln School Dept., I will submit a criminal background check (BCI) to Lincoln High School if I am not an employee of the Lincoln School District.*

Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*This information is crucial for contact purposes.  This form will only be accepted if all required information is provided.

**Parent/Guardian Acknowledgement Form**

**TO THE PARENT OR GUARDIAN:**

***As a parent/guardian of a Lincoln High School student, I am aware that my son/daughter is required to successfully complete an Exhibition project in order to graduate with his/her class in accordance with School Committee policy.***

I fully understand that this project selection decision is made independently of the staff and administration of the Lincoln High School, but is subject to approval. I understand my son/daughter must complete a minimum of seven (7) hours working with their chosen mentor to successfully complete their Exhibition project, and, if my son/daughter fails to meet the seven (7) hour minimum, s/he will not be allowed to present until all mentoring hours are completed. A mentor must submit a criminal background check (BCI) from their local police department if they are not employees of the Lincoln School Department. I understand that if the project is a product, it must be physically present at school as part of the Exhibition presentation. If the project is a service or activity, it must be documented by photos or a video. This project selection and approval is student and parent-centered. I therefore assume all responsibility for any risks and costs that might be inherent in the project chosen.

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student name) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian) have read Lincoln High School’s Student Guide to Exhibition.

We understand the definition of plagiarism, when to cite someone’s work, when not to cite someone’s work, and how to cite someone else’s work.

We understand that cheating falls under the guidelines of plagiarism. We understand the consequences of plagiarism: immediate conference with administration, automatic zero for all parties involved, loss of integrity with the teacher, and removal from Honor Societies.

***Finally, I know that if my son/daughter plagiarizes on any or all sections of their exhibition, mentor work, or binder, he/she will have to complete an entirely new project and submit a new binder in time for all aspects to be properly assessed.***

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MENTORING TIME LOG**

***Student: Please give this sheet to your mentor along with a stamped envelope addressed to your Exhibition teacher at the school mailing address.  This form is to be completed by the MENTOR only and returned to the Exhibition teacher (by the student) in a sealed envelope with mentor’s initials over the flap after the hours have been completed.***

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibition Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Date | Description of Tasks Accomplished | Number of Hours | Mentor Initials |
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|  |  | Total Hours:\_\_\_\_\_\_ |  |

As a mentor, I assure Lincoln High School that the student spent the above hours on their Exhibition project with my assistance and guidance.

Mentor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor Evaluation of Student Form**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate the Lincoln High School student that you mentored this year on a scale of 1 to 4. A one (1) indicates that the student was below standard; a two (2) means that the student nearly achieved your expectations; a three (3) means that the student did well; and a four (4) means that they exceeded your expectations.

**My mentee:**

Developed a good plan and schedule: 1 2 3 4

Arrived punctually 1 2 3 4

Always acted with respect and integrity 1 2 3 4

Maintained a level of commitment 1 2 3 4

Solved problems 1 2 3 4

Expressed a desire to learn 1 2 3 4

Asked questions appropriately 1 2 3 4

Was courteous and appreciative 1 2 3 4

Briefly comment on your student’s work ethic, sincerity, and learning growth:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please comment on your experience as a mentor and whether you would be interested in mentoring again:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mentor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibition Journal Part 1**

Journals must be typed and designated as meeting standard by the Exhibition Teacher or PBGR Coordinator prior to placement in final Exhibition Binder.

**Name: Exhibition Teacher: Date:**

|  |  |  |
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**Assess the usefulness of your current research in answering your core question by addressing ALL the following prompts:**

* **Explain how your sources help to establish the problem/issue within your topic? Be sure to identify specific sources.**
* **Explain how your sources lead to possible solutions to the problem addressed by your core question. Be sure to identify specific sources.**
* **What further research will you need to conduct to provide a clear answer to your question and application of your learning?**

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**Exhibition Journal Part 2**

Journals must be typed and designated as meeting standard by the Exhibition Teacher or PBGR Coordinator prior to placement in final Exhibition Binder.

**Name: Exhibition Teacher: Date:**

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***The answer to your core question must provide an application of learning. Describe the plan you intend to use to solve the problem or resolve the issue.  Be sure your plan demonstrates a logical progression/sequence of ideas and logical reasoning.***

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**Works Cited and Description Form**

*Students must use the proper MLA Format as indicated in the Student Guide to Exhibition.*

*To achieve proficiency in this area, you must cite from at least five (5) different sources and multiple kinds of sources (books, manuals, interview, internet, periodicals, etc.) After properly citing each source, write a brief descriptive summary of this important information.* ***Note: For each source you will need a separate copy of this form and an annotated copy of the information you are using from the source.***

***The form must be typed and can only be placed in the final Exhibition Binder after it has been designated as meeting standard by the Exhibition Teacher or PBGR Coordinator.*** *The summary should be a minimum of 100 words.*

**Name:**                             **Date**:

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**Source in MLA Format**:

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**Please describe the information you are using from this source, the qualities that make the source valid, and state how this information helps you to answer your core question**:

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***Please follow this format for each properly cited source.***

**INTERNET SITE EVALUATION** – Please complete for every website source you use.

Suggestion! You may want to print out a copy of the home page for the site you are at. This will guarantee that you have the correct information for your Works Cited.

Site Title:

Author (s):

Posting date:

Date of access:

Page domain:    (circle one)      .com    .gov    .org    .net    .edu

# Accuracy

Does the information contradict something you found somewhere else?    YES / NO

Explain:

# Authority

Did the writer sign the page?            YES / NO

Is the writer’s e-mail address included?    YES / NO

Are the writer’s credentials included?    YES / NO

Who is the sponsoring organization/company?

Is the sponsor of the page reputable?        YES / NO

# Objectivity

Does the information appear biased?         YES / NO

* If yes, toward what opinion?
* Is the purpose of the site to explain or to persuade?
* Was the purpose clearly stated?            YES / NO

Is the information fact or opinion?

# Currency

When was the document created?

What is the date of the last update?

# Coverage

Is the content clear and understandable?            YES / NO

Is the topic/s covered in-depth?                YES / NO

Is a bibliography of sources included?            YES / NO

**LHS Exhibition**

**Student Expectations & Guidelines Form**

***In accordance with Lincoln School Committee policy and the regulations set forth by the Rhode Island Department of Education, all students of Lincoln High School must successfully complete the Exhibition graduation requirement in order to receive a diploma from Lincoln High School.***

The expectations of all students working toward completion of the Exhibition graduation requirement are as follows:

1. A student will only be allowed to present on the scheduled Exhibition days if the

student has completed an Exhibition Binder that meets standard, as determined by the

Exhibition teacher, on all required components (Proposal, Research, Journals, Letters,

Reflective Essay, Mentor Requirements) AND present at least once before the

Exhibition teacher before the scheduled Exhibition Day.

2. A student who does not meet the requirements (i.e. Exhibition Binder that meets

standard) to present on the scheduled Exhibition days will receive a failing grade for

the course, will not receive credit for the course, and will be subsequently placed on

Academic Probation (see LHS Student Handbook).

3. Students who do present on the scheduled Exhibition Days but their presentation

does not meet standard will be provided an opportunity to present again and achieve

standard. In the interim, the student will receive an “Incomplete” for the class until

the student successfully completes the Exhibition requirement.

4. It is the student’s responsibility to meet all deadlines established by the Exhibition

teacher.

5. Because of the time-intensive nature of the Exhibition process, students will need

to perform work both outside of school time as well as during their scheduled

Exhibition class.

6. Students are expected to use the time afforded to them in class effectively and

efficiently. In addition, students will need to arrange their schedules outside of school to complete all required assignments.

**Your signature below indicates you have read the above expectations for completing the**

**Exhibition graduation requirement and understand they have been created to facilitate your success in this endeavor.**

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**