



Setting up Everyone for Success: MME Organization & Research Structure

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Organization and Structure

Agenda:

- Setting Expectations of Students
- Sequence of Events
- Managing Project Progress
- Managing Ongoing Communication



Setting Expectations of Students

- 25% of each Quarter Grade
- Class time given to work on MME
 - Simultaneous to other content
- Drafting materials
 - Examples of excellent projects
 - Only AFTER topics have been chosen
- Communication grades weekly
- Student-Teacher Conferencing
 - Mentor not responding/student not making progress



Sequence of Events - Organization

- Google Classroom Organization
- Google Drive Folders
 - Mentor Matching Responsibilities
(modified from PD teacher resource last year)
 - Mentor shopping/Mentor requests
 - Weekly updates (minimum)



Managing Project Progress

- Stages of Projects: Rubrics for each stage
 - Brainstorming
 - Determination of vague topic
 - Literature review
 - Initial Proposal
 - Experimentation
 - Analysis
 - Final report



Managing Project Progress

- Setting deadlines for stages of progress
- Keeping mentors informed
- Give notice of changed schedules
- Help students determine where they need mentor support
 - Direct questions *to the mentor*
 - Support good communication and encourage students to *utilize the mentor* as expert



Managing Ongoing Communication

- Communication grades (weekly min.)
- MME Projects = 25% of quarter grade
- Sentence Starters
- Utilize ISTC
 - When in doubt, ask!
- Allow the mentor/student relationship to take precedence
 - Step in when needed, but encourage student-first communication





Thank you!



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