

JORDAN HIGH SCHOOL – INDEPENDENT STUDY PROGRAM APPLICATION PACKET – LAB TECHNICIAN

OVERVIEW: The lab technician option provides the student with the opportunity to work directly with a Science teacher in the development, organization, and follow-through with lab assignments. Students will also be responsible for inventory, one project each quarter outside of lab work, and other duties as assigned. Quarter projects have been pre-determined by the Science Department.

Registration Instructions for Interested Students

1. **Guidelines:** Review the guidelines and pre-approval form (the form you submitted on Wednesday, February 27). You must be pre-approved by Mr. McDonald before moving forward with the additional steps. (This includes having a sponsor and topic for your independent study). If you have been pre-approved and have all the signatures necessary on that form, you be able to move forward with the additional steps.
2. **Document Review.** When you have been pre-approved, preview the registration form (it follows this page). Be prepared to make extra copies of the forms as needed. You will need these extras as you work on the writing of your proposal. If you have questions, do not hesitate to see or email Mr. McDonald at brian.mcdonald@dpsnc.net.
3. **Recommendations:** Get recommendation signatures from your existing teachers. No application will be approved until this form has been completed. It is expected that all of your teachers will recommend you for this opportunity.
4. **Meet with Consulting Teacher:** Schedule a time to get together with your prospective teacher consultant to discuss the expectations of a lab technician, including the quarterly projects. This meeting is crucial and should happen as soon as possible. They can assist you with your personal statement as well.
5. **Complete Application:** Check to make sure that all paperwork has been completed before you submit the **3 required copies of the final application**. Copies will go to Mr. McDonald, your teacher consultant and the student. All forms must have signatures and **MUST BE TYPED** and final applications are due **Wednesday, April 3rd 2019**.

As a result of your application, ONE the following will happen:

- Your application is approved and Student Services will be notified.
- You are asked to do more work on your proposal, and given specific suggestions about areas that need rethinking, clarification, or substantial change. Go back to your teacher consultant, make corrections, and schedule a meeting with Mr. McDonald. You will receive a deadline to correct these problems.
- Your proposal is good, but your paperwork is incomplete or sloppy. Mr. McDonald will not sign your registration form. You will receive a deadline to correct these problems.

FINAL ENROLLMENT IS CONTIGENT UPON APPROVAL OF YOUR APPLICATION PACKET

Independent Study Application: Recommendation Form (Lab Technician)

To the Student: Fill out the form except for the column where recommendations are to be indicated. Take the form to each teacher with whom you have worked this school year. Return the completed form with your application to Mr. McDonald in Room 404.

To the Teacher: Please indicate whether you **R**ecommend, do **N**ot recommend, or are **U**ndecided about the advisability of an Independent Study for this student. Please initial to the right of your recommendation. If you wish to keep confidential the information you are providing, please email Mr. McDonald.

RECOMMENDATIONS FOR AN INDEPENDENT STUDY

_____ has applied for an Independent Study for the 2018-2019 academic year in the following area:

_____ Directed Study _____ Lab Technician _____ Teaching Assistant

Please evaluate his/her progress in your class this year as it relates to the ability to work independently, to meet deadlines, to set and achieve both short and long-term goals, to use free time wisely and well, and to be consistent in good work and research habits.

(R=Recommend N=Do Not Recommend U=Undecided)

Recommendations are required of ALL teachers during the present school year:

Per	Course	Teacher	R/N	Teacher Initials
1A	_____	_____	_____	_____
1B	_____	_____	_____	_____
2A	_____	_____	_____	_____
2B	_____	_____	_____	_____
3A	_____	_____	_____	_____
3B	_____	_____	_____	_____
4A	_____	_____	_____	_____
4B	_____	_____	_____	_____

INDEPENDENT STUDY: APPLICATION (LAB TECHNICIAN)

STUDENT NAME: _____

GRADE: _____

STUDENT EMAIL: _____

CONSULTANT: _____

COUNSELOR: _____

ALL INFORMATION MUST BE TYPED

PERSONAL STATEMENT

It is expected that the applicant will complete a personal statement (approximately 1 typed page, single spaced, which answers why the student desires to become a lab technician and how they can contribute to our school).

GENERAL DESCRIPTION

Throughout the year, students will assist teachers depending on the schedule of the class. Lab Technicians may be asked to set up and clean up labs, organize assignments, and assist students with classroom activities. They will be expected to attend their assigned class every day. Lab Technicians may be asked to assist any science teacher with preparation of materials for labs and editing of those materials. Lab Technicians will also be expected to complete an assignment to further help them meet the objectives of the course every quarter. Ultimately, students will meet the following objectives:

1. Assist science teacher with lab preparations and clean up
2. Gain understanding for lab protocols and procedures
3. Increase science content knowledge

TENTATIVE COURSE OUTLINE

In addition to the day-to-day responsibilities and lab support of the lab technician, it is expected that they will complete the following projects each quarter.

- Quarter 1: Complete department lab inventory
- Quarter 2: Assist with planning science fair
- Quarter 3: Research a specific lab technique and attend lab field trip
- Quarter 4: Design a lab or activity for your sponsor teacher

METHODS/STANDARDS OF EVALUATION

- 50% - Lab Support
- 50% - Quarterly Projects

APPROVED: _____ (Supervising Teacher)

APPROVED: _____ (School Counselor)

APPROVED: _____ (Parent or Guardian)

APPROVED: _____ (Director, Independent Studies)

