



ComEd High School Science Club Guidelines 2016-2017

Objectives for all Science Clubs:

- Assist students in selecting and developing their ideas for science fair research projects and/or scientific papers (Symposium and Essay Contests) for the 2016-17 school year for participation in the CPS Regional Network Science Fairs. Assist students who will be moving on to City, State or International Science Fair this school year. Where possible make resources available in the form of equipment and printed information. Insure that all rules and regulations set in the 2017 Handbook are adhered to for all projects. Schools must participate in CPS sponsored Science Fairs. The 2016-17 Letter of Intent must be on file.
- Explore and perform activities with Interactive Lessons and Labs using the Materials Science Classroom Kit through The American Ceramic Society. These materials are to enhance the knowledge and study of Material Science.
- Instill in students an interest in research and indicate the intrinsic values which are derived from independent investigations in a variety of topics (rocketry, gardening, rivers project and/or topics of interest to individuals).
- Assist students in preparing Mini or Maxi Research Grant and Advise-a-Student applications when projects meet the criteria.
- Arrange periodic small group discussions of progress on projects and provide opportunities to analyze and solve problems related to individual projects.
- Solicit the cooperation of other faculty members for facilities and services helpful in the guidance of students in their research and in the writing of their research, symposium, or essay papers.
- Provide information for students on STEM related fields and careers.
- Inform high school seniors of the Student Science Fair Scholarship Program for participants who have exhibited at a regional fair and beyond from 7-12 grade. Help students with the application process.

Schedule Meetings:

The Science Club should meet on average once a week for one hour before or after the club sponsor's regular workday. Post a notice that announces the date, time, and location of meetings and encourages new membership. The club should be open to any student in the school. Science club activities should begin after the Orientation meeting on October 5, 2016 and end by May 6, 2017. However, it is expected that the school club may meet twice a week or more often during the preparation of projects for the City Science Fair, State Science Fair and/or ISEF. Science clubs should maintain club membership at a minimum of 10-15 students. Students are expected to attend all club sessions.

Faculty Sponsor or Teacher Sponsor:

The sponsor of the Science Club must be a current or retired teacher of the Chicago Public Schools who is eligible for payment from the Board of Education City of Chicago. A timesheet must be maintained and submitted as requested for payment purposes. The faculty sponsor must maintain an attendance sheet of students at meetings or work sessions. An end-of year survey/evaluation – which includes a report of all club activities and indicates the number of students who participated in the school, area, city, state, or international science fairs must be completed and submitted by the faculty sponsor.

Stipend:

Teacher sponsors are asked to meet with their students beginning October 6, 2016 to May 6, 2017 for a total of 40 (forty) **contact hours**. **This year only one teacher sponsor will be compensated a stipend of \$1000.** 34 hours of STEM activities and support. 6 hours for club preparation, participating in ComEd professional development and preparation of final documents. Teachers that do not fulfill their 40 hours will be paid an hourly rate of \$22.00 per hour. Time sheets, evaluations and student evaluations will be due by the end of May 2017. Stipends will be paid after all time sheets and evaluation forms have been completed and turned in.

Resource Materials:

- **Materials Science Classroom Kit with Interactive Lessons and Labs** sponsored through The American Ceramic Society. Kits will be given only to teachers that attend and complete the ComEd Orientation Professional Development on October 5, 2016.

These materials will become the property of the Teacher Sponsor and the Science Club. These activities will increase the knowledge and the interest of students in the category of Material Science. We will be looking forward to seeing science projects developed from the use of this kit. It is our hope that the teacher sponsors will also assist students in applying for a Mini or Maxi Research Grant if funds are needed to cover the purchase of materials for their science fair projects.

Club Time:

Designated ComEd Science Club meetings are solely to be used to meet the objectives of the science club as listed on page one of this guideline outline. Science Club time is **NOT to be used for students to be doing their daily classroom homework assignments, or used as homework help time.**

Club Visitation:

A representative from CPS Student Science Fair will make every effort to visit your Science Club. We would appreciate it greatly if you can take pictures of your students working with the science materials and send to Luba Johnson at ljohnson131@cps.edu. Please keep a Media Consent Form on file for all participating ComEd Club students. **Note: Please use Media Consent Form updated as of 8/5/2013.** Media Consent Form is posted at www.cpsscifair.org

Approval Process:

Complete the ComEd Science Club Application, have your principal sign, and return the **application by September 30, 2016**. This school year we will be accepting 20 high schools to participate. Upon approval, you will receive a congratulations letter indicating your acceptance and information on the Orientation Meeting, which is planned for October 5, 2016 at 4 p.m. The science club leader must be present for the entire Orientation Meeting to receive their materials and documents. No materials will be sent to the school. Once you receive approval, it is our hope that club sessions will begin no later than October 9, 2016.



ComEd SCIENCE CLUB APPLICATION

2016-2017

PLEASE PRINT OR TYPE ALL INFORMATION

Science Club Sponsor: _____ (Note: All correspondence will be sent to this person.)
Print full first and last name

School: _____ Principal: _____ Email: _____
Circle One: Dr. Mr. Ms. Mrs Print full first and last name

School Contact Phone: _____ (Science Dept. Phone) Ext No: _____ School Fax: _____

NTWK: _____ GSR # (Mail Run): _____ School Address: _____ Zip Code: _____

Home Address: _____ City, State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

ComEd Science Club Information

Have you participated in the ComEd High School Science Club? _____ If yes, how many years? _____

Day(s) science club meetings will be held: _____ Time (From-to): _____ Starting date: _____

How will the science club be announced? _____

Give a brief description of your involvement with working with students in the STEM areas this school year. Include information on students participating in special programs and science fairs. Please indicate how you may be using the provided kit during your Science Club.

The ComEd Science Club guidelines have been read and accepted as indicated by the signatures below on this date of _____, 2016.

Signature of the Science Club Sponsor

Approval of the Principal

Return by September 30, 2016 to:

Luba Johnson, After School Club Chairperson

CPS Student Science Fair, Inc.

Fax Number 773-925-1136 or E-mail to ljohnson131@cps.edu