

Symposium Committee

Hortense Brice, Chairperson

Section A—Policy Information

The Symposium Committee facilitates the Symposium or paper session that provides students an opportunity to present research done as a part of a project or an essay based upon library research.

Papers submitted must conform to the published guidelines for project papers and the IJAS (Illinois Junior Academy of Science) Student Officer and Nuclear Essays. The format and content of the papers are publicized in the annual Chicago Public Schools Science Fair Handbook and on the Science Fair Web site.

During the month of January, the papers are evaluated as a part of the annual Symposium Reading Session. Students (forty) whose papers are scored as outstanding are invited to participate in the March Paper Session at the Museum of Science and Industry. The outstanding presentations (the top twenty 20) represent the Chicago Public Schools during the state (Illinois Junior Academy of Science) paper session. The top ten essays are submitted to regional chairs for further consideration.

1. Papers must be submitted to the committee chairperson not later than the third Friday of January.
2. Each school is allowed to submit a maximum of 30 papers. This includes both project and essay papers.
3. Grade 9-12 high school students' may submit a project paper.
4. Project papers should be an accurate reflection of the research done by a single student and should contain experimental data.
5. Project papers must include the appropriate endorsements: Human or **Vertebrate** Animal Tissue; Microorganism; Recombinant DNA
6. Sources cited must follow the format listed in the *Publication Manual of the American Psychological Association*, Fifth Edition, 2001 or later.
7. The maximum length of the paper is 30 pages. This page total includes the Abstract, Safety Sheet, Title Page, Table of Contents, Body of the Paper, **Reference List, and** appendices of data, graphs, photos, etc. The endorsements will not be counted in the page total.
8. Students must submit three (3) copies of the Symposium entry form with endorsements and Abstracts attached to each. Eight (8) copies of the research paper and one copy of the *Media Consent Form and Release* must also be submitted.
 - n Each copy of the paper **MUST BE STAPLED** in the upper left corner.
 - n **FOLDERS, BINDERS, BINDINGS OR CLIPS** are not to be used.
 - o The paper must be typed, double-spaced on one side of the paper only.

9. Previously presented papers will not be accepted unless they **include** a significant amount of additional research. These previously presented papers must be made available to the Symposium chairperson if requested.
10. The Symposium presentation may be given from notes or with technology tools such as computers and LCD Projectors. The complete presentation may not be longer than ten (10) minutes with five (5) additional minutes allowed for judge's questions.
11. Students may enter either a project paper or an essay, but not both.

GENERAL SYMPOSIUM RULES (Guidelines)

1. Symposium participants must attend an orientation meeting the Wednesday before the Paper Session presentations.
2. Students must remain in the theater for the entire session.

Essay Program

PURPOSE

The Essay Contest is sponsored by the Chicago Public Schools Science Fair to allow students to conduct library research and write a paper in essay form about their research. The content of the essay must reflect the topics chosen by the IJAS and the American Nuclear Society.

DESCRIPTION

The essay should be based on library research. However, a student may choose to supplement the library research with personal experimentation.

FORMAT

Write the essay using clear, concise language, correct spelling and grammar. The essay must include:

- n The Illinois Junior Academy of Science Essay Cover Page as page one. The cover page must contain the school number, **3001**.
- o The development of one issue that is related to the topic. Do not attempt to develop the entire topic.
- n A title that indicates the content of the essay.
- n A table of contents.
- n A document (paper) that includes an introduction, body and summary. The introduction may include one or more paragraphs. The summary must include general conclusions.
- n A correctly formatted Reference List of sources used.

RULES

1. The contest is open to students in Grades 7 through 12 who are enrolled in a Chicago Public School.
2. All essays must have a single author.
3. The essay should be 1,200 to 1,500 words and must be typed, and double-spaced on one side of the paper only.
4. The first page of the essay must be the IJAS cover page located in the Appendix of the Science Fair Handbook.

5. Sources cited must follow the format listed in the *Publication Manual of the American Psychological Association*, Fifth Edition, 2001 or later.
 - o Three (3) copies of the Symposium Entry form, six (6) copies of the essay with the IJAS Cover Page, and one (1) copy of the Photo Consent Form must be submitted to the committee.
 - n The IJAS Essay Cover Page must be attached to each copy of the paper.

Section B—Procedural Timeline

July	<p>Set dates (in collaboration with Science Fair Coordinator) for upcoming year’s events.</p> <p>Review /revise, update Symposium pages in <i>Science Fair Handbook</i>.</p> <p>Review files and organize papers for the coming year.</p>
September	<p>Review files and organize information/changes for committee members.</p> <p>Contact IJAS paper session chairs for update.</p> <p>Check IJAS Web page to verify essay titles.</p> <p>Update e-mail addresses and contact information for committee members.</p> <p>Prepare mailing to high schools and 7th and 8th Grade teachers Preparation involves these tasks:</p> <ul style="list-style-type: none"> • Duplicate <i>Science Fair Handbook</i> pages containing essay topics/guidelines. • Duplicate relevant forms: Symposium Entry, Essay and Project Paper formats. <p>Post essay topics on CPS List Serve.</p>
October	<p>Mailing #2: Duplicate and mail essay and symposium documents and procedures to schools: (Entry Form, Correct Format for Papers, Deadlines, Endorsement Forms, Consent Form and Release, <i>Science Fair Handbook</i> pages describing content of papers, Chairperson’s contact information)</p> <p>Schedule a Symposium Committee Meeting. Seek additional committee members.</p>

	evaluation (reading) session.
November	<p>Mailing #3: Include deadlines for receipt of symposium papers (essays and projects). Photo copy and mail the same documents that were sent in mailing #2.</p> <p>Mail request to former/prospective readers for January Session.</p> <p>Review/revise forms for January Reading Session.</p>
December	<p>List of readers is sent to Symposium Chair (from Symposium Judging Committee.)</p> <p>Mailing #4: (Documents include deadline for submission of entry forms, abstracts, and number of copies of papers that must be submitted.)</p> <p>Review/revise forms to be used during Reading Session - including project and essay sheets</p>
January	<p>Committee members meet on the third Friday in January to organize papers received from all schools:</p> <ul style="list-style-type: none"> • Review papers for compliance with requirements: 8 copies of each project paper and 6 copies of each essay. • Sort papers by category and school. • Record student names, project/essay titles on project/essay sheets . (One form for each school that submit papers.) • Record each student's name on a Project or Essay Score card. • Place 3 entry forms with abstracts in binders by school and category. • Enter student information (school, project/essay title) in spread sheet. <p>Saturday Reading Session</p> <p>Tasks completed by Chairperson:</p> <ul style="list-style-type: none"> • Check papers for compliance with length limitations. • Check entry forms for completeness. • Chairperson completes listing of participants on Excel. • Make labels for each student entry • Review papers (identified by committee members) for compliance with requirements and necessary endorsements: Vertebrate, Human, Microbiology, and

	<p>adjustments to schools.</p> <ul style="list-style-type: none"> « Following Reading Session, compile/mail listing of 10 essay finalists to schools. Include luncheon invitation and request RSVP. • Mail Nuclear Essays to Roger Tilbrook. • Chairperson or Committee Member: Mail judge's acceptance form and new judge form to judges from previous year's Symposium (preparation for March Symposium). • Update judge's information on Science Fair Database (AREV).
<p>February</p>	<p>Prepare Chicago Finalists (40 Project Papers) listing for mailing to schools. Include Symposium Acceptance Form which requests March presentation media and transparency needs.</p> <p>Review/finalize food for Judges Breakfast and Symposium Luncheon. Fax luncheon floor plan to Museum Food Service for Symposium Luncheon.</p> <p>Keep one copy of each student's project/essay paper on file to make copies for mailing to state officials.</p> <p>Fax Museum Theater setups to Exhibits Chairperson. List theater for each of the three Symposium presentation sessions. Include student AV needs: Slide Projector, VCR, LCD projectors.</p> <p>Photocopy scoring rubric (for use by judges during student Symposium presentations.)</p> <p>Contact Arrangements Committee Chair with Symposium Luncheon arrangement information:</p> <ul style="list-style-type: none"> • Flowers for each table • Names of Head Table guests • Total number of guests attending luncheon • Names of essay finalists who will attend Science Fair (Sunday) Awards Convocation <p>Contact universities/companies for additional judges if count is too low.</p> <p>Contact BP requesting tokens for essay and project paper finalists.</p> <p>Assign 40 student presenters to one of three Museum Theaters and fax information to Science Fair Coordinator and Data Entry Chair.</p>

Thursday	<p>Setup Auditorium Stage (Wednesday) for Thursday’s Symposium (11:00 — 4:00). Put out participant envelopes and judges’ clipboards.</p> <p>Place extra copies of participant papers on a table on stage.</p> <p>Photocopy student papers as necessary.</p> <p>Committee members arrive at 7: 15 a.m. (Brief orientation, receive portfolio of supplies for assigned theater.)</p> <p>8:30a.m. judges arrive and pickup materials from stage.</p> <p>8:45 a.m. Judge’s Orientation</p> <p>Symposium Presentations: 9:00 a.m. — 3:30 p.m. :</p> <p>Moderator and two assistants are assigned to each theater.</p> <p>Moderator calls roll of participants and judges.</p> <p>Moderator reviews presentation schedule: 10 minute presentations, 5 minutes for judges’ questions, 1 minute warning.</p> <p>Following Presentations:</p> <p>Committee members place papers and judges’ comment sheets into student’s envelopes.</p> <p>Committee members complete IJAS judging forms for Chairperson.</p>
Friday	<p>Compile packets of four (4) papers for each of the Symposium winners who will represent CPS at the State Paper Session in May.</p> <p>Mail papers to the State (IJAS) Paper Session Chairperson.</p> <p>Give Chicago IJAS Committee Chair copies of the entry forms for the twenty (20) winners.</p> <p>Receive /assign Special Awards from Awards Committee.</p>
Saturday	<p>Stuff Symposium envelopes with received awards and tours.</p> <p>Box supplies for return to school.</p>

Sunday	<p>Receive/organize checks for 20 Symposium Finalists.</p> <p>Collect/organize bags and tokens for presentation (to finalists) from stage.</p> <p>Present winners and trophies from stage during Awards Convocation.</p>
May State Science Fair (IJAS) Friday	<p>Bus chaperone from Chicago to Urbana (8:30 a.in.—11:00 a.m.)</p> <p>IJAS Paper Session Judge (1:00 p.m. — 4:30 p.m.)</p> <p>Students must choose among the following forms that apply to their specific paper and submit the completed forms along with the required copies of the paper:</p> <ul style="list-style-type: none"> • Request for Human or Vertebrate Animal Tissue Endorsement • Request for Microorganism Endorsement • Request for Recombinant DNA Endorsement • Essay Cover Page • Symposium Entry Form • Consent Form and Release <p>Paper Session Banquet (6:00 p.m. — 9:00 p.m.)</p>
Saturday	<p>Safety Inspector (7:30a.in. — 8:30 a.m.)</p> <p>Project Judge (9:00 a.m. — 12:00 noon)</p> <p>Awards Ceremony (3:00 p.m. — 4:00 p.m.)</p> <p>Bus Chaperone from Urbana to Chicago (4:00 p.m. — 8:00 p.m.)</p>

Section C — Resources and References

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