

2020 SIFT Grading Instructions:

Applications:

- A complete student application includes
 - Application itself (online)
 - School Transcript (from HS and any other institution they want classes counted from)
 - Recent Report Card/Grade Report
 - 4 Short Answers (online)
- A complete teacher application includes
 - Application itself (online)
 - Letter or approval/consent from school (we can get this later as needed, but if lots of teachers apply this may be a deciding factor)

Student Grading:

- You will receive 1 spreadsheet and 2 word documents after the final submission deadline.
 - One spreadsheet is the Applicant-Participant List where you will enter final score and **this gets returned.**
 - One word document will contain the short answers. This is for your information ONLY. Do not do anything with it.
 - The other word document is the advisor application information. Review as we will select teachers together.
- A rubric is page 2 of the A4-Make sure you check for a recent one. Make copies for as many students as you are grading (only print page 2). This is on the SIFT site.
- Verify from database: (if discrepancy, go with MIMS info-ONLY STUFF IN MIMS COUNTS)
 - Current Loyalty Points and write in box on rubric.
 - Are in DB and ACTIVE for 12th grade years and at least one other year (2 years total)
 - NOTE: We are trying to enforce entry so activities listed ONLY count if in database.
 - The best way to retrieve information is to do a search and pull up their record. From the 1st screen you get years in MESA and on the bottom is a place to click for loyalty points.
- Verify from transcripts all math, science, and STEM courses over all HS years
 - Best way is to go through and highlight all math, science, technology, STEM, and engineering courses.
 - They get point credit if they score a “C” or better.
 - They get general credit towards their 4 credit requirement (Math, English, STEM) if they score a “D” or better, but no points towards their SIFT application.
 - **Continued THIS YEAR:** 4 credit requirements of STEM which includes SCIENCE, Technology. Engineering, MESA, etc. IT DOES NOT INCLUDE MATH
 - Grade Disqualifiers are:
 - If they are not on track to complete 4 credits of math, English, or STEM. This includes if they got F’s and did not receive credit, therefore not meeting requirement. NOTE: if they received F’s, but made up the credit, they are OK but mark in notes.
 - Because we only have current grades, we can only assume that they will complete what they need next semester. The transcript is used for grades 9-11 and the report card is for 1st semester 12th grade. If they currently aren’t showing the 4 credits it needs to be marked in the notes.
 - Does not have 2.0 GPA.
 - Mark any issues in the notes area on spreadsheet as this student may need to be discussed at our staff meeting and possibly can get accepted on a contingency basis dependant on circumstance.
 - Get cumulative GPA from HS transcript
 - On the applicant spreadsheet there are columns to use for grading:
 - Mark # of credits completed for Math, Science, and English. Completed means before 12th grade and on transcript. If they have 4 in each category you are done.

- If they do not have 4 completed, write the course(s) in progress or None under each category so that I can easily watch for possible drops, any grade issues, and any situations where the 4 credits will not be met.
 - If you have questions on a class not listed let me know, but essentially it is:
 - 1 point-9th grade level class
 - 2 points-10th grade level class
 - 3 points-11th grade level class
 - 4 points-12th grade or college level course
 - An example would be IMP Math III, would be a Junior Level Course and would score 3 points.
 - A class needs to be given a full credit to get all points. If only half a year, then half. Remember a college course is a full credit.
 - FOR COURSES IN PROGRESS: They are to receive credit as if the grade in their report card was their final semester grade. No credit for planned courses.
 - Example-HS Algebra II given a B for 9 weeks (in a semester class) will be given 1 point score (1/2 of 2 value since it is only half a year)
 - Example-College Biology given a B for grade report will be given 4 point score (full value since it's a semester class and college classes are full credit)
 - Example-Block Schedule Calculus Course given a C for 9 weeks will be given 4 point score (full value since block schedule classes are completed at semester)
- SHORT ANSWERS WILL BE READ BY OUTSIDE READERS: You don't have to read and score them, so you will submit your spreadsheet with your calculated score from GPA, Loyalty Points, and Courses only. This is to ease your scoring load but also to ensure fairness and that all essays will be graded the same as this score can determine final allocation of spots.
- FYI ONLY: this is generally how they will be graded:
 - 1 point-Length requirement. Is it between 250-350 words. 1 Yes, 0 No
 - In Word you can do an easy word count by highlighting the short answer and in the bottom left it gives a word count of highlighted text.
 - 3 points-Content. What do they have to say? Does it answer question thoughtfully?
 - 4 points-Overall Quality. How much effort was put in? Well written?
 - 2 points-Presentation. General grammar and spelling, word flow, word selection, etc.
- NOTE: Advisors aren't "graded". We see who applies and then together we select best applicants based upon answered questions and students that are selected. Please read through advisor applications and be ready to make selections.

Ranking/Selection:

- Once you have completed all your grading, please fill in your regional tab on attached spreadsheet and get to me no later than **December 19th at 12PM**. NO EXCEPTIONS!!!! I need to compile this list for us to work with at the meeting. I will not be able to mess with spreadsheets after this time so if you want your students included, you MUST get to me by the deadline. PLEASE follow this deadline. Some notes on spreadsheet:
 - ONLY fill in your regional tab and don't move students anywhere, I will do all compiling
 - Fill in all applicants that you received applications for
 - All demographic information was collected in cvent so it saves all typing....YEAH!
 - Mark as DQ (disqualified) in the score spot for any applicants that did not meet a requirement and write why in the notes section.
 - Mark anything important in the notes section.
- **CONTINUED THIS YEAR!** Each region will be guaranteed at least 2 spots, but with the change up of regions, we will award spots to the TOP 24 students. With an exception being granted to allow at least 2 students from each region if they meet minimum requirements.
- All remaining students not initially selected go on a master statewide wait list which I will compile based on score only.
- There may be a large number of applicants so please grade accurately as the wait list will become very important. There are not a large number of slots in entirety so we should be getting the top students.

- In their questions, they agreed that MESA reserves the right to set a minimum point score so that it reflects us taking our top students. The point system has changed so the minimum we will be using is **55 points**. If anyone scores lower than that, I will mark them as DQ once I grade essays and write in notes.
- **NEW THIS YEAR!** I am requiring a wait list. Depending on number of applicants we may decrease accepted numbers of students.

After:

- SCAN AND EMAIL ME copies of all transcripts, rubrics, and other stuff and keep originals for your records if you want.
- We will go through in our meeting
 - Slot allocation and wait list-who has taken their slots and pull from wait list as needed
 - Trip agenda
 - Parent Meeting Procedures and instructions

Disqualification: A student would be disqualified for any of the following

- Not completed or scheduled to complete 4 credits of Math, STEM, or English. If you can't tell by transcript, contact student to ensure and make notations on application their plans. If they have received credit (D and above) that counts towards their 4 required (qualifies them), but if they got a D they are not to get points. Do not DQ unless sure. If not sure, mark in comments and I will contact student and conditionally accept if that's the case.
- Not having a 2.0.
- Not accumulating 55 points or higher. In the past, this has been a flexible point score but this should be easy to attain and if they are not meeting this minimum someone else deserves to go. This is total with essays so I will make the final determination.
- Not being in MESA 12th grade years + 1 other. It was written in the information memo that this was a requirement.
- Not completing their application. This includes not submitting their short answers.

General Notes:

- Usually with matriculation, the first 5ish slots or so on the wait list are liquid and stand a good chance of attending.
- For teachers please make notations on any positive and negative reasons as to why (or why not) they should get to attend the SIFT trip.

What I Need Back:

- **ELECTRONIC:** Completed spreadsheet with your scores and rankings. On the sample spreadsheet there is a checklist as follows to make sure all are entered correctly.
- **SCANNED:** At the staff meeting, I need all the score sheets, transcripts, letters, etc.