






Checklist for ISP Participants


-  Choose an ISP "Faculty Sponsor" who will work with you throughout the planning process and execution of your ISP. This person can help you make contacts, read all your application and summary forms and provide general counsel. You should meet with this person regularly and keep him or her abreast of your plans. All forms submitted should have your Faculty Sponsor's signature.


-  Obtain a "Site Sponsor". This is the person who offers you the ISP experience. This person may be an owner of a company, someone in charge of a department or division, the leader of a trip, etc. In general, this is the person responsible for you during your ISP. He or she will work with you to set reasonable goals and objectives and plan daily activities. At the conclusion of your ISP, this person will complete an evaluation form and return it to school. The "Site Sponsor" may not be a family member. It is a good idea to copy or print pages of your ISP manual for your Site Sponsor, so he/she can read about the ISP Program.







-  Read your manual. You will receive a copy from the school and it is available in the Family Connection document library. It includes all the forms necessary for your ISP proposal and general information. Because this is an Independent Project, you are expected to read all of the ISP manual and meet all deadlines.

-  Submit your "Letter of Intent" to Mrs. Gross very early in the year if you plan to conduct an ISP. This letter should clearly present your general idea for your ISP including a topic and a proposed site.

-  Submit all forms completed as directed and ON TIME. This includes the Application Form, Site Sponsor Form, Travel Forms, and the Summary Statement. Failure to meet deadlines will result in the denial of your ISP Project. If this occurs, you will participate in the SMS Minimester program.

-  Once you receive the notification of the approval of your ISP, prepare and submit your Calendar of Daily Activities to Mrs. Gross for her review.

-  Conduct the on-site portion of their ISP during the time that St. Margaret's students are involved in minimester courses.

-  While you are away, keep a daily written journal. This will be evaluated as part of your ISP grade. Please refer to ISP Journal Information page of this manual.
-  It is your responsibility to make certain your Site Sponsor Forms are completed and submitted directly to Mrs. Gross.
-  As a final outcome of your ISP, you will give an oral presentation (about 10-12 minutes) to your fellow students and faculty and submit a short Summary Statement. The Summary Statement is due to Mrs. Gross at the mandatory ISP meeting held the day you return from Spring Break, and the Presentations will begin after a week of practice and preparation.
-  If you are planning to use a PowerPoint presentation, you must notify Mrs. Gross. You will need assistance in this process, so please arrange for this prior to leaving campus for your ISP. If you are planning to use slides, develop them as soon as the roll of film is exposed. Slide film takes longer to be developed.
-  Practice your ISP presentation two or three times prior to the actual presentation in front of the faculty and student body. These practice sessions should include at least one dress rehearsal with your faculty sponsor and one in the room with all of the equipment you will use the day of your actual presentation.
-  You will be evaluated using the rubric included in the ISP Manual. Your Summary Statement, Presentation, Site Sponsor Evaluation and Journal will also be criteria included in your evaluation. For more specific information see the page on ISP Evaluation Criteria.

