



role of the advisor

advanced merit diploma

At the beginning the second semester of his/her junior year, each Advanced Merit Diploma candidate will select a faculty advisor. The advisor may be any member of the current Dalat International School instructional staff excluding members of the candidate's family. Each faculty member may serve as an advisor to no more than two students at the same time. The role of the faculty advisor is to advise and assist the student in the planning, development and completion of the Senior Exhibition and the Advanced Merit Diploma requirements. Each time the AMD candidate meets with his/her advisor s/he should take a copy of the appropriate progress report form for the advisor to complete.

Advisor's Role

- ✓ Sign *Role of Advisor* form agreeing to serve as a faculty advisor.
- ✓ Meet with AMD candidate a minimum of five times and complete *Advisor's Progress Report* forms according to schedule and submit them to the AMD coordinator.
- ✓ Attend *the Senior Exhibition Presentation* for his/her candidate.

Advisor's Meeting Schedule

Meeting	Date	Topic
Report One		<ul style="list-style-type: none"> ✓ AMD Requirements Completed ✓ Goals for Completing Research Paper
Report Two		<ul style="list-style-type: none"> ✓ Research Paper Checklist
Report Three		<ul style="list-style-type: none"> ✓ Set Goals for Completing AMD Requirements
Report Four		<ul style="list-style-type: none"> ✓ Product Self-evaluation ✓ Progress being made on AMD Requirements
Report Five		<ul style="list-style-type: none"> ✓ Portfolio Checklist

I have read the *Advanced Merit Diploma Handbook* and I agree to serve as a faculty advisor to _____

Advisor's Signature _____ Date _____

Approval of Advisor

Parent's Signature _____ Date _____

AMD

Coordinator's Signature _____ Date _____

advisor's progress report one

Student's Name _____

Date of Meeting _____ Amount of Time Spent _____

Activity/Item Discussed _____

Any Suggestions _____

Service Hours Planned for this Semester _____

AMD Requirements Completed

Yes	No	Item	Comment
		<i>Application</i>	
		<i>Semester 2-Sophomore</i> 10 hours of community service with summaries	
		<i>Senior Exhibition Research Topic/Product Proposal Approval</i> form completed and signed	
		<i>Letter of Intent</i>	
		<i>Semester 1-Junior</i> 10 hours of community service with summaries	
		<i>Role of the Advisor</i> form completed and signed	
		Proclamation Poster	

Goals for Completing Research Paper

Date	Item	Comments
	Works Cited Cards	
	Research Note Cards	
	Rough draft of research paper	
	Second meeting with advisor to review final draft of research paper	
	Final Draft of research paper due	

Advisor's Signature _____

advisor's progress report two

Student's Name _____

Date of Meeting _____ Amount of Time Spent _____

Activity/Item Discussed _____

Any Suggestions _____

Number of Service Hours Completed this Semester to Date _____

During your second meeting with your advisor, you and your advisor will use the following checklist to evaluate and make adjustments to your research paper before you complete and turn in your final draft.

Research Paper Checklist

Yes	No	Item	Suggestions
		Paper typed	
		Title page in correct format	
		Thesis statement	
		Introduction and conclusion	
		Product section of paper	
		Correct documentation utilized within the paper	
		Minimum of six sources	
		"Works Cited" page correctly formatted	
		Research portion of paper written in third person	
		Body of paper 8-10 pages in length	
		Correct overall format	
		Paper free of errors in capitalization, punctuation, spelling and word usage.	

Advisor's Signature _____

advisor's progress report three

Student's Name _____

Date of Meeting _____ Amount of Time Spent _____

Activity/Item Discussed _____

Any Suggestions _____

Service Hours Planned for this Semester _____

Set Goals for Completing AMD Requirements

Date	Item	Comments
	Begin product	
	Finish product	
	Self-evaluation of product	
	Fourth meeting with advisor	
Beginning of Fourth Quarter		
	<i>Letter to Judges</i> due	
	Service hours completed	
	Portfolio completed	
	Fifth meeting with advisor	
	Dates of AP exams	
	Presentation visual completed	
	Practice presentation	
	Senior Exhibition Presentation	
	Graduation	

Advisor's Signature _____

advisor's progress report four

Student's Name _____

Date of Meeting _____ **Amount of Time Spent** _____

Activity/Item Discussed _____

Any Suggestions _____

Number of Service Hours Completed this Semester to Date _____

During this session, the advisor and student should review the student's *Product Self-evaluation* form. The advisor should also offer comments and suggestions regarding the student's work on his/her product. The student will turn in his/her product to be evaluated five days after this meeting.

The Student's *Product Self-evaluation* form is complete. _____

Product evaluation date (a copy of the *Self-evaluation* form and the *Product Evaluation* form should be turned in along with the product) _____

Advisor's comments and suggestions about product

Note progress being made on these AMD Requirements:

Item	Comments
<i>Letter to Judges</i>	
Portfolio	

Advisor's Signature _____

advisor's progress report five

Student's Name _____

Date of Meeting _____ Amount of Time Spent _____

Activity/Item Discussed _____

Any Suggestions _____

Number of Service Hours Completed this Semester to Date _____

Portfolio Checklist

Items should be fully completed and signed where appropriate.

Yes	No	Contents
		The Proclamation Poster will serve as the cover for the Portfolio
		Title Page Advanced Merit Diploma Portfolio student name Class of 200?
		Table of Contents divided into section with page numbers
		<i>Letter to Judges</i>
		Application for Advanced Merit Diploma
		High School Transcript including third quarter of your senior year
		Personal Testimony (optional)
		Community Service include a copy of each <i>Community Service Summary</i> that has been completed
		Senior Exhibition
		<i>Senior Exhibition Project Research Topic/Product Approval form</i>
		<i>Letter of Intent</i>
		Clean copy of Research Paper
		<i>Research Paper Evaluation form</i>
		Advisor's Role include copies of each of the advisor's progress reports
		Product Journal an account of the work done during the completion of your product (including printed pictures of the process)
		<i>Project Self-evaluation form</i>
		<i>Project Evaluation form</i>
		<i>Portfolio Evaluation form</i>
		Appendices include any other materials relevant to this Advanced Merit Diploma candidacy

Advisor's Signature _____