

Judge/Volunteer Training

Hi! Thank you for volunteering to be a judge at the Anoka-Hennepin District STEM Fair on Saturday, February 8, 2020 at Champlin Park High School in Champlin, MN. Without you, this Fair doesn't happen and I am so grateful that you are willing to share your time and talents with our students! This packet is my way of telling you about the format for the Fair and to train you in on what you will be doing. Please feel free to get back to me with any questions/comments/concerns.

Why I Made Changes

Many of you have been judges in previous years and the Fair was set up so that each judging team had a certain number of projects that each judge had to visit and then score. Students waited around until a judge came to them and, if lucky, I had enough judges to get each project judged three times in the 2.5 hours that the Fair ran. Well, many factors led me to make changes in how the Fair is run. First of all, our already large Fair (we have the largest STEM Fair in the State) became even larger. I went from 800 projects a year to over 1,500 and my judging pool went down (I went from getting more than 300 volunteers every year to under 200 this year). I can't cover all of my projects under the old format with the numbers that I have.

As you can see, from the numbers alone, something had to change. I also have struggled for years with kids standing around doing nothing while they waited and having kids leaving early because of other commitments that they have on the day of the Fair. I also struggled with the fact that many students would opt out of the whole science fair scene once the District Fair was done. I wanted to find a way to get more kids to decide to go on and compete in the Regional Science Fair in February. It just seemed like there must be a better way to engage the students and give my judges the chance to interact with the students more.

The Changes

The Fair now is broken down into two separate shifts. The first shift runs from 8-9:30 and the second shift runs from 10-11:30. Judges will need to start arriving at Anoka Ramsey Community College between 7 and 7:30. Judges will be in teams of 2. Each team will be assigned 6 - 8 projects per shift. Your assigned projects will all be right next to each other in the Field House. When judging starts at the beginning of the shift, the judges **AND** the students will go to each of the projects (start with the lowest number project that you have and just go up from there). This is a **BIG** change from previous years. This way the students are more involved and I hope to foster more discussion. To that end, there is a new scoring sheet for the judges to use (you can see it later on in this packet). You won't be awarding points to the projects; you will be giving feedback and encouragement instead. While you are at each project the students will ask questions of the presenter, too. Plan on spending around 8 minutes at each project and then the students will go back to their respective projects and the rest of the judging time is when judges can talk to students individually at their projects and/or fill out the judging/feedback forms. This is also the time where Special Awards Judges can stop by and talk with students. If you finish your forms, leave them with the students. If you don't finish them, you can finish them later and deposit them in the collection box in the cafeteria. Another **BIG** change is that instead of recommending projects to win medals, you will recommend projects that are exemplary to receive a personal invitation to attend the Regional Science Fair in February. You enter numbers online (the form is also included later in this packet, along with the web address).

So what does all this mean to you? Good question! Instead of rushing trying to get to all of your projects in the allotted time, you will easily get to all of your projects and have time to spare to go back to any that you need more information from. You will get to give feedback to all of your students (an aspect that both judges and students really like about the Fair) and you will get to encourage students to continue on with their research at the next level of

competition. Another nice point is that your projects for each shift will be in the exact same location in the Field House. That's right - the second shift will be just like the first except for the fact that you will have different students.

The table below highlights the changes for the Fair. I have broken things down into the "Old Way" that we did things and the "New Way" that we will be doing things this year. Please read it over carefully.

Old Way	New Way
All students were at the Fair from 9-11:30	Students will be broken down into two shifts. One runs from 8-9:30 and the other runs from 10-11:30
Judges reported for duty between 8 and 8:30	Judges report for duty between 7 and 7:30 (I know it is earlier and I am sorry about that)
Students waited at their projects for their judges to show up. Each student presented his/her project three times (one on one with each of the judges)	Students go along with the judges to each of the projects. Students only present once, but it is to more people and their peers are more involved.
Student projects are awarded a score by the judges. Students and teachers are not allowed to see the scoring sheets	Judges fill out their feedback forms and leave them with the students. Students and teachers can see the feedback and use it to improve their projects and presentations.
After the Fair, students typically are finished with their projects and they don't go any further.	Students with high quality projects are personally invited to attend the Regional Science Fair.
Many students would leave the Fair early because of other commitments.	All students will remain at the Fair for their entire judging shift.

Where Should I Go When I Get to Champlin Park High School?

- **Project Judges** enter the building through **either Door E3 or E4** and follow the signs until you get to the **Cafeteria** and sit at a table with a numbered folder on it. **I do not assign teams! All I ask is that every team has 2 judges.**
- **Special Awards Judges** enter the building through **either Door E3 or E4** and follow the signs until you get to the **Cafeteria** and go to **ROOM F175.**
- **Volunteers** enter the building through **either Door E3 or E4** and follow the signs until you get to the **Cafeteria** and go to the Volunteer Table(s). **Kris Bakkum** is the teacher who oversees the volunteers.

NOTE: There is a map of Champlin Park High School at the end of this packet with everything labelled on it.

What Will the Schedule Look Like?

7-7:30

- Judges arrive at Champlin Park High School and go to the cafeteria.
- Judges pick a table to sit at. I need 2 judges per team.
- Judges eat breakfast and go over the projects that they will be judging during the first shift.

8-9:00

- Judges are in the Field House going through their projects.
- Just a reminder - you will have 6-8 projects to judge that are right next to each other in the Field House. You need to gather the students whose projects you are judging together and go as a group from one project to another. **Start with the lowest numbered project that is assigned to you and go up from there.**

9-9:30

- **Students are at their projects;** judges can visit individual projects or work on filling out their feedback forms.
- At 9:30, the first shift of projects is all done. Students may leave.

9:30-10:00

- Judges go back to the cafeteria to finish paperwork for the 1st shift and to prepare for the second shift. There will be snacks available, too.
- Students in shift 2 start setting up in the Field House.

10:00 - 11:00

- Judges are in the Field House going through their projects.
- Just a reminder - you will have 6-8 projects to judge that are right next to each other in the Field House. You need to gather the students whose projects you are judging together and go as a group from one project to another. **Start with the lowest numbered project that is assigned to you and go up from there.**

11:00 - 11:30

- **Students are at their projects;** judges can visit individual projects or work on filling out their feedback forms.
- At 11:30, the 2nd shift of projects is all done. Students may leave.

11:30 - Noon

- Judges grab a snack and finish any paperwork that isn't done.

Noon - on

- Judges start planning to be a judge at next year's Fair.

Information for Project Judges:

- *What Should I Do When I Judge My Projects?*
- *What Will Judging Projects Look Like This Year?*

Good questions! Here is a list of what you should do:

1. Gather all of your students at the first project to present (start with the lowest numbered project that you are assigned).
2. Ask the presenter to introduce him/herself and then let him/her describe what he/she did. Make sure to find out whether the project is a science one or an engineering one because that will determine which feedback form you use.
3. Try to steer away from a canned speech to more of a discussion between the presenter and the audience. You can help this out by asking the presenter questions. Here are some example questions for you:
 - How did you come up with this project idea?
 - What problems did you have while doing this project?
 - What would you do if you had more time to work on this project?
 - What was your teacher's role in this project?
 - Next year's class is doing a science project; what advice do you have for them?
 - What did you learn about scientific research?

It is also okay to require the students to ask the presenter questions. The students need to be involved and it is helpful for them to see the work that their peers are doing.

I think that spending 8-10 minutes per project is more than adequate and, if you do that, you can count on having 30 minutes to finish filling out your forms or to go back to projects and ask some more questions. If your feedback forms are done by 9:30, give them to the students; otherwise deposit them in the collection basket in the Cafeteria.

Information for Special Awards Judges:

- As noted earlier in this packet, you need to report to **Room F175** (it is on the far side of the Cafeteria).
- **John Wolhaupter** is the person in charge of special awards. He will tell you how it is going to work and what you will have to do.

Information for Volunteers Only:

- You will report to the cafeteria. There will be tables with volunteers signs on them.
- **Kris Bakkum** is the teacher in charge. She will direct you throughout the morning.
- Volunteer jobs range from watching over the cafeteria while the judges are judging to helping with the food. The key is for you to be flexible and willing to do whatever needs to be done. There will be down time, so feel free to bring something to read or work on.

The next few pages include the **Invited Students Form**, the **Feedback Form** and a map of Champlin Park High School.

Invited Student Form

I feel that the following projects are strong projects and the student(s) should receive a personal invitation to attend the Regional Science Fair:

(Note: Each Judge has a limit of 5 project invitations)

Project #: _____

Project #: _____

Project #: _____

Project #: _____

Project #: _____

NOTE: When you are done with this form, you may either enter the project numbers on-line or deposit this slip in the collection basket in the cafeteria.

The address for on-line entry is:

<http://anokahennepin.schoolwires.net/Page/33797>

Thoughts About the Invited Student Form

- You want to encourage students with quality projects to consider attending the Regional Science Fair in February.
- When you go to the website, it only allows you to enter 5 projects, if you have more than 5 projects that you feel should receive invitations, just go to the site a second time.
- Any student can attend the Regional Fair and I will make sure that all students, whether they get a personal invitation or not, know that.

Thoughts About the Feedback Form

- Use the appropriate form for the project (ask the presenter which type of project they have).
- The difference between "Present" and "Notable" is that the **Notable** selection means that the particular item is present with greater detail/understanding/clarity than most projects.
- The comments from you are the most important thing - the students really appreciate your feedback and they provide a great growth moment.

Science Project Feedback Form

Project Number:

Presentation

Comments:

Interview	Present	Notable
Passion/Interest in Project	<input type="checkbox"/>	<input type="checkbox"/>
Answers to Questions	<input type="checkbox"/>	<input type="checkbox"/>
Preparedness/Clarity	<input type="checkbox"/>	<input type="checkbox"/>

Poster Content

Visual/Design Quality	Present	Notable
Organization	<input type="checkbox"/>	<input type="checkbox"/>
Readability	<input type="checkbox"/>	<input type="checkbox"/>
Overall Attractiveness	<input type="checkbox"/>	<input type="checkbox"/>

Topic	Present	Notable
Thoughtful Question	<input type="checkbox"/>	<input type="checkbox"/>
Relevant Background Info	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate Hypotheses	<input type="checkbox"/>	<input type="checkbox"/>
Methods	Present	Notable
Relevant to Question	<input type="checkbox"/>	<input type="checkbox"/>
Clear Description	<input type="checkbox"/>	<input type="checkbox"/>
Repeatability	<input type="checkbox"/>	<input type="checkbox"/>
Results	Present	Notable
Appropriate graphs/tables, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Relevant to Question	<input type="checkbox"/>	<input type="checkbox"/>
Justified by Data	<input type="checkbox"/>	<input type="checkbox"/>
Discussion	Present	Notable
Clear and Organized	<input type="checkbox"/>	<input type="checkbox"/>
Relates to Hypotheses	<input type="checkbox"/>	<input type="checkbox"/>

Overall Comments:

Engineering Project Feedback Form

Project Number: _____

Presentation

Comments: _____

Interview	Present	Notable
Passion/Interest in Project	<input type="checkbox"/>	<input type="checkbox"/>
Answers to Questions	<input type="checkbox"/>	<input type="checkbox"/>
Preparedness/Clarity	<input type="checkbox"/>	<input type="checkbox"/>

Poster Content

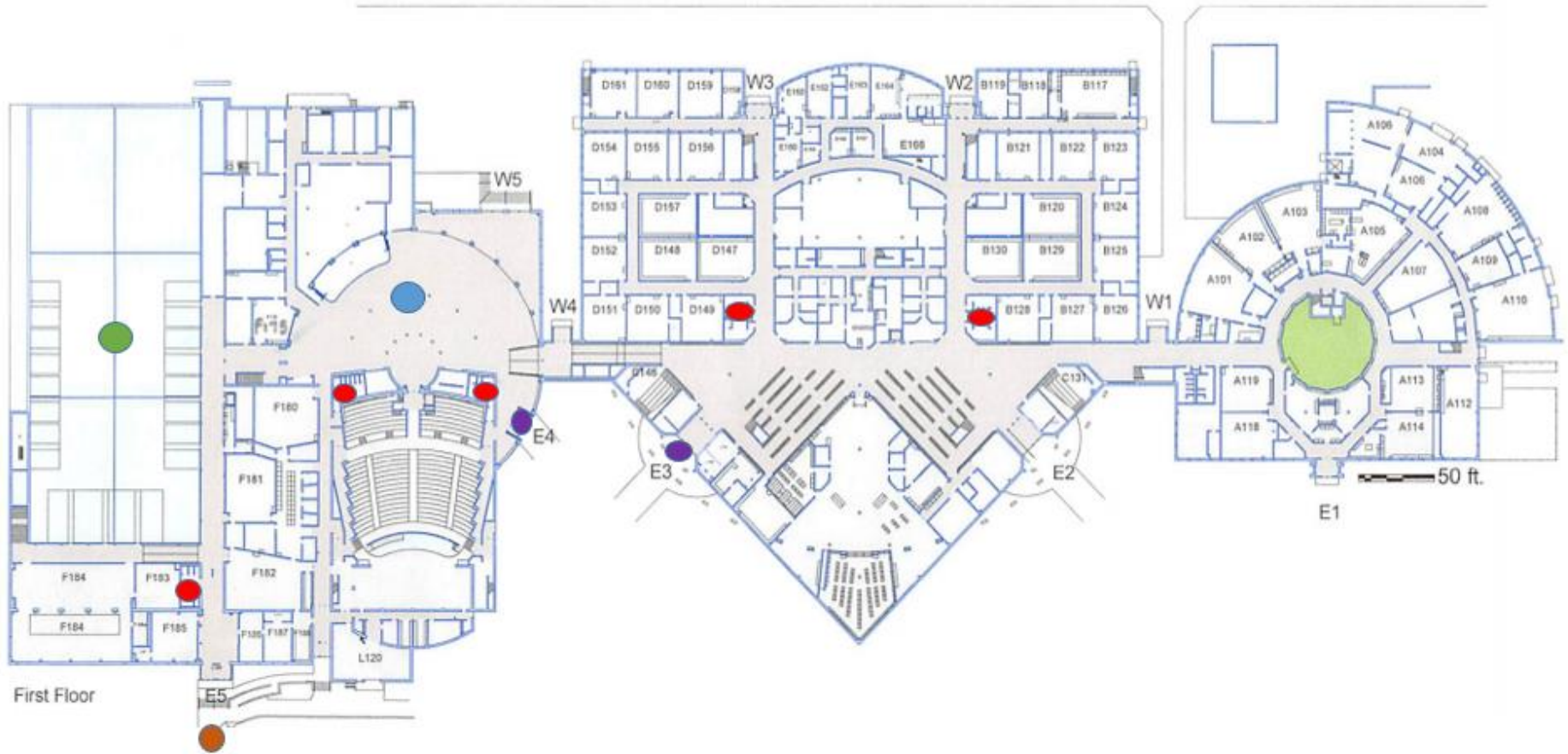
Visual/Design Quality	Present	Notable
Organization	<input type="checkbox"/>	<input type="checkbox"/>
Readability	<input type="checkbox"/>	<input type="checkbox"/>
Overall Attractiveness	<input type="checkbox"/>	<input type="checkbox"/>

Topic	Present	Notable
Thoughtful Problem Statement <i>(real-life problem they are trying to solve)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant Background Info	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate Criteria <i>(standards to judge or decide on solution)</i> & Constraints <i>(things that limited student during project)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Methods	Present	Notable
Brainstormed Unique Solutions to Problem	<input type="checkbox"/>	<input type="checkbox"/>
Clear Description of Invention/Innovation	<input type="checkbox"/>	<input type="checkbox"/>
Improvements to Design	<input type="checkbox"/>	<input type="checkbox"/>
Results	Present	Notable
Quality Model or Prototype	<input type="checkbox"/>	<input type="checkbox"/>
Solves Problem	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Original or Innovative Approach and Design	<input type="checkbox"/>	<input type="checkbox"/>
Discussion	Present	Notable
Clear and Organized	<input type="checkbox"/>	<input type="checkbox"/>
Relates to Problem Statement	<input type="checkbox"/>	<input type="checkbox"/>

Overall Comments: _____



Champlin Park High School Floor Plan - Assigned Room Numbers



- = Cafeteria
- = Student entrance
- = Fieldhouse (where the projects are located.)
- = Restrooms
- = Judge Entrances

