

## 2112 Winterim

1. Purpose: Winterim is a distinctive program and feature of Maeser. Winterim enhances student learning by providing an intensive, focused educational experience. The purpose of this proposal is to ensure an equitable experience for all students.
2. Winterim Educator Proposal Procedure
  - a. Maeser faculty present proposals to the Winterim committee
  - b. Winterim committee reviews and returns proposals to faculty with comments and recommendations.
  - c. Upon recommendation, Finance manager will review proposed winterim budgets for accuracy, completeness, and reasonableness.
  - d. Finance manager will present proposals with budgets to Budget Committee for review.
  - e. Upon budget committee recommendations, proposals are submitted to Maeser Board.
  - f. Upon Maeser Board approval, final proposals published in Winterim catalog.
3. Winterim Registration Procedure
  - a. Purpose: Winterim is a cornerstone of the Maeser experience. The purpose of this proposal is to create an equitable experience for all students.
  - b. Procedure:
    - i. Winterim proposals will be submitted in the spring of the prior year by Maeser faculty for approval by Winterim committee.
    - ii. Once proposals have passed draft approval, budgets must be submitted to Finance Manager for review and approval by budget committee.
    - iii. Final approval process for next Winterim should be completed by June 1st, so Winterim catalog can be published by August 1st.
    - iv. Winterim will have a published fee schedule approved by the Board of Directors by August 1st.
  - c. Process:
    - i. Students may begin Winterim registration on a published schedule in September each year.
      1. Seniors: Monday
      2. Juniors: Tuesday
      3. Sophomores: Wednesday
      4. Freshman: Thursday
      5. Open enrollment: Friday
    - ii. In the event a student misses the priority registration dates, they may be placed on a waitlist.
    - iii. If there are more registrations than seats available, a lottery may need to be held to determine priority selection.

- iv. If a student is not on track for graduation, the student will automatically be enrolled in Credit Recovery
  - 1. After Term 1 of the school year, if a student fails a course, then they will be moved to Credit Recovery and their spot will be given to the next student on the waitlist if applicable.
  - 2. If a senior fails a course Term 2, they will automatically be moved to Credit Recovery and their spot will be given to the next student on the waitlist if applicable.
  - 3. If taking outside courses for graduation, transcripts must be received by December 10th by the data manager and counselor in order to be enrolled in a Winterim and not automatically enrolled in Credit Recovery.
- v. If a student wishes to enroll in an Independent Study winterim, the student must follow the Independent Study Proposal procedure for approval.

Updated 8 October 2019

#### 4. Winterim Credit Recovery Policy & Procedure

- a. Purpose: Credit Recovery is a time allotted during Winterim to allow students, who are not on track for graduation because of failed classes or have excessive absences that result in No Grades (NGs), to remediate.

- b. Procedure:

- i. Student Service Team (SST) will review Term 1 final grade report each fall.
  - 1. Students who failed any courses Term 1 will be recommended for Winterim Credit Recovery (CR).
  - 2. Students with NGs that are not made up in attendance school before the published term 1 deadline will also be placed in CR.
- ii. Counselors will meet with the student for their College/Career Readiness meeting (CCR) during the school year to evaluate graduation progress.
  - 1. If a student is not on track for graduation, they will automatically be placed in Winterim Credit Recovery.
- iii. Winterim Credit Recovery is a Winterim option and has a related fee. Please see Winterim catalog for fee schedule.
  - 1. Students are responsible for any and all costs associated with making up classes.
  - 2. Student should meet with the counselor to determine best source for remediation
    - a. Maeser packet (if available and by term only)
    - b. BYU-IS (semester credit)
    - c. Northridge learning Center (term credits, student responsibility to purchase)
- iv. Internet access will be available to Credit Recovery Winterim students.

- v. Students are expected to be on campus daily from 9-2 pm during Winterim.
  - 1. Classroom space, computers, and a proctor for tests/quizzes are all provided.
  - 2. Regular uniforms are required
- vi. Because of Winterim's shortened time frame, absences can have a significant impact on student success. The "Winterim" portion of the Attendance Policy applies (see Section 3201).
- vii. If a senior fails a course Term 2 of their senior year and were previously enrolled in a different Winterim course (including Independent Study and/or a travel option), they will be dropped from their Winterim course and placed in Credit Recovery in order to get on track for graduation.
  - 1. Once a student has been moved to Credit Recovery, their spot in their original Winterim course may be given to another student. Thus, if a student gets back on track for graduation before the published deadline, they may not be able to return to their initial Winterim course.
- viii. Winterim is a Maeser graduation requirement and therefore earns a grade. Students who receive an F grade or NG may be ineligible for sports and other extra-curriculars (see the Academic Eligibility Policy).

c. Credit Recovery Grading Scale and Rubric

Grade Scale	Percentage	Requirements
A	90-100%	All coursework is remediated and student is back on track for graduation. No NGs.
B	80-89%	<p>Student had opportunity to remediate all credits during Winterim, but is still missing .25-1.0 credits toward graduation.</p> <p>Student completed at least 1.0 credit of work during CR and has made up all NGs.</p>
C	67-79%	<p>Student had opportunity to remediate all credits during Winterim, but is still missing 1.25-3 credits toward graduation.</p> <p>Student completed at least 0.5 credits during Credit Recovery and made up all NGs.</p>

F	<66%	Student had opportunity to remediate all credits during Winterim, but student did not complete any remediation that resulted in course completion. Student is still not on track for graduation. Mandatory summer school will be recommended.
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Updated February 12, 2019

### **Winterim: Independent Study Guidelines**

Winterim is a distinctive program and feature of Maeser. Winterim enhances student learning by providing an intensive, focused educational experience. Independent Winterim course offerings allow students to direct their own learning as they explore their own academic and/or career interests. All Winterim course offerings, including the Independent Winterim option, must meet at least TWO of the following objectives:

1. Academically rigorous/expands students' academic knowledge
2. Serves as a humanitarian service opportunity
3. Provides extra-curricular opportunities that make a relevant application to classroom theory and life experiences (college/career)

### **Independent Winterim Application**

Each Independent Winterim applicant must submit an application for approval, and approved applicants must create an Independent Winterim Portfolio as part of their Independent Winterim assessment and evaluation. Applicants must submit their application by the publicized deadline.

*Applications will be reviewed, scored, and ranked according to the attached rubrics by the Winterim Committee. All approved applications must meet the minimum requirements as established by the Winterim Committee and approved by the Board. If there are more applications than spots available, the highest ranking applications will be approved. The maximum number of Independent Winterims will be determined by the Winterim Committee and approved by the Board. Applications may not be resubmitted and will not be reconsidered.*

### **Independent Winterim Application Steps:**

1. Identify topics of learning for your Independent Study.
2. Read at least one book or scholarly article and/or watch a documentary to help develop your research question/thesis.
  - a. Write and submit a one-page synopsis of the book, article, or documentary you chose and how it relates to your proposed Independent Study experience.

3. Develop and present to the IS Approval Committee a one-page **prospectus** (Addendum A) that identifies a **research question/thesis statement**, effectively capturing what you are seeking to learn from this independent experience.
  - a. For humanitarian experiences, consider the following:
    1. Problems that are being or need to be addressed
    2. Causes of the stated problems
    3. Your suggested solutions and contributions to the alleviation of the stated problems
    4. Develop and submit an **annotated bibliography** (Addendum B) with at least 3-5 sources you will be using to research your topic.
    5. Develop and submit a **detailed schedule** outlining your Winterim proposal activities (see Addendum C). **Please note:** Travel can be part of your research, but it is not the core of your experience and research, and cannot be part of your annotated bibliography.
  - b. Do not include travel time as part of your 60 hours.
  - c. Hours spent in direct research and writing of topic should be included.

\*\*\*Also note that family vacations do not qualify for Independent Winterim proposals. Additionally, Independent Winterim proposals that are similar to traditional Winterim offerings will not be approved.

### **Independent Winterim Portfolio**

The Independent Winterim Portfolio, which will be submitted at the conclusion of your Winterim, must include the following:

1. Independent Winterim Application
2. Research Background Paper
3. Reflection Paper
4. Documentation
5. Winterfest Project

### **Descriptions of the Winterim Portfolio Components:**

1. Independent Winterim Application
  - a. Include your complete approved application
2. Research Background Paper
  - a. In order to better understand your topic, research, write, and submit a 3-5 page paper that includes the following:
    - i. History of the topic
    - ii. Important figures or works connected to the topic
    - iii. Current value or importance of the topic
    - iv. How your Winterim will connect to the topic

- b. You are highly encouraged to complete your research background paper *before* engaging in your project or any travel. Use this paper and the research you do to determine the direction your project will take.
- 3. Reflection Paper
  - a. After you have completed your Winterim, write a 2-4 page paper reflecting on your experience, considering the following:
    - i. How did your Winterim experience answer your research question?
    - ii. Did your Winterim experience turn out the way you thought it would? If it was different, what changed and how did that affect your experience?
    - iii. How did your Winterim experience connect to the topic you initially chose?
    - iv. Reflect on your personal growth, development, and opportunities.
- 4. Documentation
  - a. Include your Mentor sign-off sheet (including hours)
- 5. Winterfest Project/Presentation
  - a. Your project and presentation are the culminating components in your Independent Winterim experience.
  - b. Design and complete a project consisting of practical application or experience that thoroughly explores your topic and your research question. You will most likely gain new insights and understanding as you complete your project.
  - c. Present your project at Winterfest. Your project and presentation should reflect the amount of time, depth of research, and breadth of knowledge you acquired through the design and completion of your project.

### Independent Winterim Application Scoring Rubric

Category	Expectation	Points (out of 10)
Topics	Topics of learning are clearly stated and represent areas of interest that can be deeply researched and developed.	
Book/Article/Documentary	Paper clearly states how the book, article, or documentary relates to the proposed topics of learning.	
Prospectus, including research question/thesis (see Addendum A)	Prospectus includes the topic of research, the research question, and the thesis, while clearly outlining the roadmap to be used to answer the question and address the thesis. It also includes a preliminary works cited page.	
Annotated bibliography (see Addendum B)	Annotated bibliography includes the three requisite paragraphs: a) a summary, b) an evaluation of the text, and c) a reflection on the text's applicability to the research you will undertake. It adheres to the required format.	
Detailed schedule (see Addendum C):	Schedule includes detailed outline of days with proposed research, activities, and travel, if any. Total number of hours spent should be 60+, not including travel.	
		Total Points:

### Independent Winterim Portfolio Rubric

Category	Expectation	Points (out of 20)
Application	Complete approved application is included.	
Research Background Paper	<p>Your Research Paper of 3-5 pages is included. It delineates the following as they relate to your topic:</p> <ul style="list-style-type: none"> <li>a. history</li> <li>b. important figures or works</li> <li>c. current value or importance</li> <li>d. ways in which your Winterim connects</li> </ul>	
Reflection Paper	<p>Your Reflection Paper of 2-4 pages included. It adequately addresses the following:</p> <ul style="list-style-type: none"> <li>a. How did your Winterim experience answer your research question?</li> <li>b. Did your Winterim experience turn out the way you thought it would? If different, what changed and how did that affect your experience?</li> <li>c. How did your Winterim experience connect to the topic you initially chose?</li> <li>d. Reflect on your personal growth, development, and opportunities</li> </ul>	
Documentation	Documentation, including your Mentor sign-off sheet, is included.	
Winterfest Presentation	Your presentation at Winterfest is an accurate portrayal of the amount of time, depth of research, and breadth of knowledge you acquired through the design and completion of your project.	
		Total Score:



## **Addendum A**

### **Winterim Prospectus**

#### **What is a Prospectus?**

In 500-750 words, describe the various elements of the project you are undertaking. A prospectus is part of your application to receive support from the Independent Study Winterim Approval Committee to enroll in an Independent Winterim. In writing an academic prospectus, summarize not only the topic of your final research paper, but also state your working thesis, what the arguments are, and how you will go about proving your argument.

#### **Prospectus should include the following:**

- **Topic:** The topic is the general area you want to explore and write about like “The Electoral College,” “Genocide in Cambodia,” etc.
- **Question:** Topics are not questions. Ask a question within your topic area. When you find a question, or a few possible questions that truly interest you, analyze them for vagueness, narrowness, or clarity. If your question can be answered with a yes/no, then reword it. Questions should be clear and produce a complex answer.
- **Working Thesis:** The working thesis should attempt to answer your question based on your preliminary research that you have started to analyze and synthesize. At least three good sources are necessary to develop a good working thesis. Look for sources that attempt to answer your question.
- **Roadmap:** How are you going to answer your question? Outline how you are going to use your time in research and project development.
- **Works Cited:** The prospectus needs to have a preliminary works cited page on which you will build your continuing research. These are scholarly, primary resources, not Wikipedia. MLA format is required (see Addendum D).

#### **Audience:**

Your prospectus, research paper, and project will be for an academic audience. Use the appropriate language and writing standards (see Addendum D).

## **Addendum B**

### **Maeser Annotated Bibliography**

#### **Description and Sample**

An annotated bibliography is a collection of sources studied and a brief summary, assessment, evaluation, and reflection for the source's possible use for the project at hand. The annotations you include in your bibliography should reflect your research question and proposed thesis statement in addition to the guidelines of your assignment.

The purpose of your annotated bibliography will be to provide preliminary study and analysis of sources intended to prepare you for your Winterim experience. Follow the structure and format found below. Include three paragraphs: a summary, an evaluation of the text, and a reflection on its applicability to the research at hand, respectively. Please keep in mind that all text, including the write-up beneath the citation, must be indented so that the author's last name is the only text that is flush left.

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Lamott, Anne. *Bird by Bird: Some Instructions on Writing and Life*. Anchor Books, 1995.

Lamott's book offers honest advice on the nature of a writing life, complete with its insecurities and failures. Taking a humorous approach to the realities of being a writer, the chapters in Lamott's book are wry and anecdotal and offer advice on everything from plot development to jealousy, from perfectionism to struggling with one's own internal critic.

In the process, Lamott includes writing exercises designed to be both productive and fun. Lamott offers sane advice for those struggling with the anxieties of writing, but her main project seems to be offering the reader a reality check regarding writing, publishing, and struggling with one's own imperfect humanity in the process. Rather than a practical handbook to producing and/or publishing, this text is indispensable because of its honest perspective, its down-to-earth humor, and its encouraging approach.

Chapters in this text could easily be included in the curriculum for a writing class. Several of the chapters in Part 1 address the writing process and would serve to generate discussion on students' own drafting and revising processes. Some of the writing exercises would also be appropriate for generating classroom writing exercises. Students should find Lamott's style both engaging and enjoyable.

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Purdue Writing Lab. "Annotated Bibliography Samples // Purdue Writing Lab." *Purdue Writing Lab*,  
[owl.purdue.edu/owl/general\\_writing/common\\_writing\\_assignments/annotated\\_bibliographies/annotated\\_bibliography\\_samples.html](http://owl.purdue.edu/owl/general_writing/common_writing_assignments/annotated_bibliographies/annotated_bibliography_samples.html)

**Addendum C**  
**Sample Outline for Winterim Schedule**

Day 1: 9-11 am Orem Library working on Annotated bibliography 12 pm - 3 pm Prospectus review and annotated bibliography research	Day 2: 9-11:30 am Reading and research on topic 12 pm - 2 pm Research at BYU library on topic	Day 3: 10 am -12 pm Interview content expert at BYU 1 -3 pm Research at UVU library on topic	Day 4: Travel day	Day 5: 8 -11 am Museum tour on topic 12-1 pm
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## Addendum D

### Karl G. Maeser Preparatory Academy Writing Style Guide

Paper format – unless otherwise specified, papers should be written in MLA format

- Papers should be typed on a computer and/or printed out on standard, white 8.5 x 11-inch paper per teacher's instructions.
- Double-space the text of your paper.
- Use a clear font in a standard size
  - Times New Roman, 12 pt. Font
  - Arial and other natively online (blogs)
- Standard 1-inch margins on all sides.
- Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.
- No title page unless specifically requested by the teacher.
- Double-space the entire paper (using the Line Spacing feature of the word processor, rather than pressing enter twice).
- In the upper left-hand corner of the first page, list name, teacher's name, the class, and the date.
  - This should be double-spaced automatically, because the paper ought to be formatted as double-spaced throughout.
- Center the title. Do not underline, italicize, or place title in quotation marks.
- When citing sources, use MLA in-text citations. Author's last name and page number should be in the body of the text or in parentheses following the text.
  - Examples:
    - Wright calls this a "rich image" in the novel (12).
    - This is called a "rich image" in the novel (Wright 12).
    - In-Text Citations (6.1-3): Provide author's last name and page number (either in the body of the text or in the parenthetical citation).
- If the teacher so directs, papers should include a correctly-formatted Works Cited page in MLA style which includes the sources cited in the paper.
- Papers should be written in third-person, formal tone, unless otherwise specified by the teacher.
- Use standard spelling, punctuation, capitalization and grammar.

***Note: Teachers reserve the right to refuse to grade papers until they follow the above specifications.***

Sources:

Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. 3<sup>rd</sup> ed. New York: Modern Language Association of America, 2008. Print.

OWL. Purdue U Writing Lab, 2010. Web. 20 Jul 2015.

*MLA Formatting*. BYU Writing Center, 2015, Web. 20 Jul 2015.