

Suggested AAE Time Line for the
**Science Festival &
 INLAND SCIENCE AND ENGINEERING FAIR**
 Teachers/Coordinators & Students

Month	Teacher /Coordinators	Student Activities
AUGUST	<ul style="list-style-type: none"> • Select grade level representatives (elementary grades 4th-5th, junior grades, 6th-8th, senior grades, 9th-12th). • Make plans to attend the annual San Bernardino County Inland Science and Engineering Fair District Coordinators Meeting in September. • Have students that will be creating a project to enter into the school's science fair construct a journal. • Describe for students how a scientific journal is used and managed. 	<ul style="list-style-type: none"> • While carefully observing the world around you, use your interests and curiosity to develop a testable question or problem. • Construct and use a science fair journal to record your observations, thoughts and ideas. • Be sure to date and time every entry.
SEPTEMBER & OCTOBER	<ul style="list-style-type: none"> • District representatives attend the Fall Orientation Meeting; confirm allocated spaces. Schedule date for grade level / school science fair (prior to Mid February if possible). • Help students choose a suitable topic. • Help students write a project proposal. • Help students begin their conduct library & Internet research. • Help students contact professionals who can give them guidance and background. • Reserve space for the school site science festivals (Elementary, Junior and Seniors divisions). 	<ul style="list-style-type: none"> • Write up a science project proposal including a testable question or problem and get your teachers approval. • Once your science project idea is approved, conduct library and Internet research on the main topic.
NOVEMBER	<ul style="list-style-type: none"> • School/grade level representatives provide workshops for teachers. • Orient students to the components of a science fair project. • Discuss the nature of experimentation with students. • Explain the difference between controlled and uncontrolled experiments. 	<ul style="list-style-type: none"> • Based upon the outcome of your library and Internet research, develop a working hypothesis. • Develop a controlled experiment (to include an controlled and experimental procedures)

	<ul style="list-style-type: none"> • Help students develop a list of materials they need for projects. 	
DECEMBER	<ul style="list-style-type: none"> • Review observing, measuring and data collection. • Provide time, space, and guidance for experimentation. • Review qualities of a good exhibit (construction, lettering, color, etc.). 	<ul style="list-style-type: none"> • Get all the materials you need to start collecting data. • Use the scientifically controlled experiment that you have created to start collecting data. Remember to take pictures. • Make data tables to organize your data. • Graph or chart the data you have collected to help you analyze it and draw conclusions about your hypothesis.
JANUARY	<ul style="list-style-type: none"> • Make arrangements for regular (weekly) progress reports from students on how their science project is progressing. • Check to insure that projects conform to safety rules and proper animal care. • Develop judging sheet incorporating your expectations. • Determine number of projects and categories expected. • Arrange for judges (provide judges with criteria). • Review exhibits construction with students. • Review again, the qualities of a good exhibit (construction, lettering, color, etc.). • Conduct a Parents Night or compose and send a letter home to publicize Science Fair. 	<ul style="list-style-type: none"> • Let your teacher know how you are doing on your project on a weekly basis. • Ask to see the judging sheet that your instructor will use to "assess" your project. • Begin to work out how you will display your finished project.
FEBRUARY	<ul style="list-style-type: none"> • Help students develop conclusions and write research papers. • Arrange for review of students papers by language arts teachers. • Publicize your fair to local newspapers, parents, local officials, board of education, administrators, and faculty. • Plan physical layout of space. Develop a printed program list of projects, maps, etc.). • Certificates signed; awards ceremony planned. 	<ul style="list-style-type: none"> • Draw conclusions and determine if your data supports your hypothesis. • Write your project report. • Prepare your project notebook "journal" for display.

<p>Early - FEBRUARY</p>	<ul style="list-style-type: none"> • Confirm fair(s) time and day with judges. Students develop final copies of research paper. • Review with students the criteria for successful oral presentations; let them practice in class. • Help students prepare a project abstract. • Review room arrangements. • Arrange volunteers to usher, distribute programs, and host judges. 	<ul style="list-style-type: none"> • Write an abstract briefly summarizing what your project is about (the problem, your hypothesis(es), procedure, results and conclusions).
<p>Mid-FEBRUARY TO EARLY-MARCH</p> <p>School-Site Science Fair Day</p>	<ul style="list-style-type: none"> • Set up tables early with project numbers attached. • Have public address system ready (if needed). • Put name tags for judges on display. • Have judging sheets ready. • Have coffee and refreshments for judges ready. • Review criteria for judges and remind them to adhere to criteria. • Remember to thank your judges and volunteers. • Make sure students that will be going to county have pre-registered on-line. (Submit the district application along with a list of students that will be going to county (Mid- to Late February) 	<ul style="list-style-type: none"> • Make sure you have not used photographs showing "faces" on your exhibit display.
<p>MID-MARCH</p>	<ul style="list-style-type: none"> • Get students ready to be interviewed by the county judges. 	<ul style="list-style-type: none"> • If your project is selected at the AAE Science Festival, and you are in grades 4-12, make sure have pre-registered on-line.
<p>Early-APRIL</p>	<ul style="list-style-type: none"> • Attend Inland Empire Science & Engineering Fair in San Bernardino @ the National Orange Fair 	<ul style="list-style-type: none"> • If your project is selected at the AAE Science Festival, plan on attending the Inland Empire Science & Engineering Fair in San Bernardino @ the National Orange Fair
<p>May</p>	<ul style="list-style-type: none"> • State Science Fair @ the California Science Center in Los Angeles (Late April-early May) 	<ul style="list-style-type: none"> • If your project is selected at the Inland Empire Engineering and Science Fair, you may be eligible to go on to the State Science Fair.