

Memorandum

TO: Academic Decathlon Volunteer - Interview Judge

FROM: Tracey L. Rivas, Programs and Student Activities Facilitator
Superintendent's Office
(951) 826-6570; FAX (951) 826-6951

SUBJECT: Academic Decathlon Competition

Thank you for volunteering to assist with this year's Riverside County Academic Decathlon. You have been assigned as an Interview Judge.

Please plan to arrive at Heritage High School, 26001 Briggs Road, Menifee, on Saturday, January 28, 2012, no later than 8:45 a.m. It is very important that all volunteers arrive on time for the competition as we will be on a very tight time schedule. You will check in at the theater lobby and attend an orientation session beginning at 9:00 a.m. We will provide a continental breakfast and lunch, and you will be finished at approximately 3:30 p.m.

We ask that you review the accompanying materials carefully before the event date and plan to arrive in plenty of time to attend the full orientation session. Additional information will be provided to you during the session to help with your assignment.

If you have any questions, feel free to contact me at (951) 826-6570, or via e-mail, trivas@rcoe.us. For your information, our office will be closed for the holidays beginning December 19, 2011, returning January 3, 2012.

This competition would not be possible without volunteers such as yourself, and I sincerely appreciate your willingness to spend your time supporting the event. Thank you very much!!

tlr



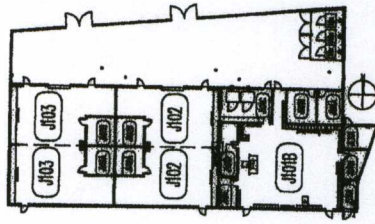
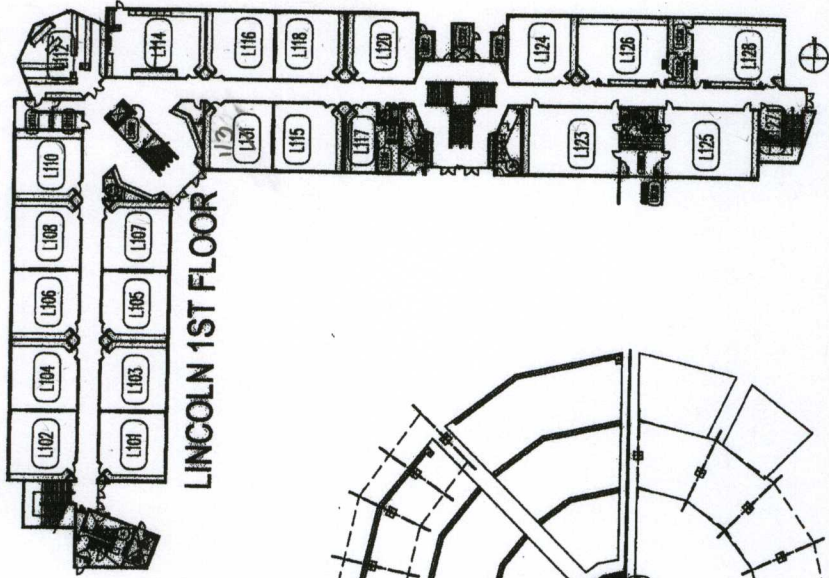
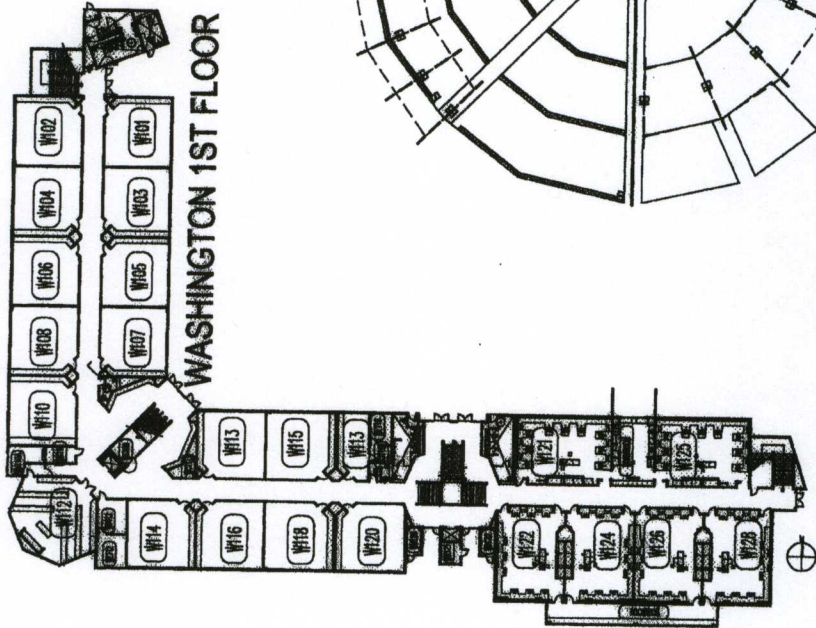
2012 Riverside County Academic Decathlon Schedule of Events* Saturday, January 28, 2012

Heritage High School - 26001 Briggs Road, Menifee

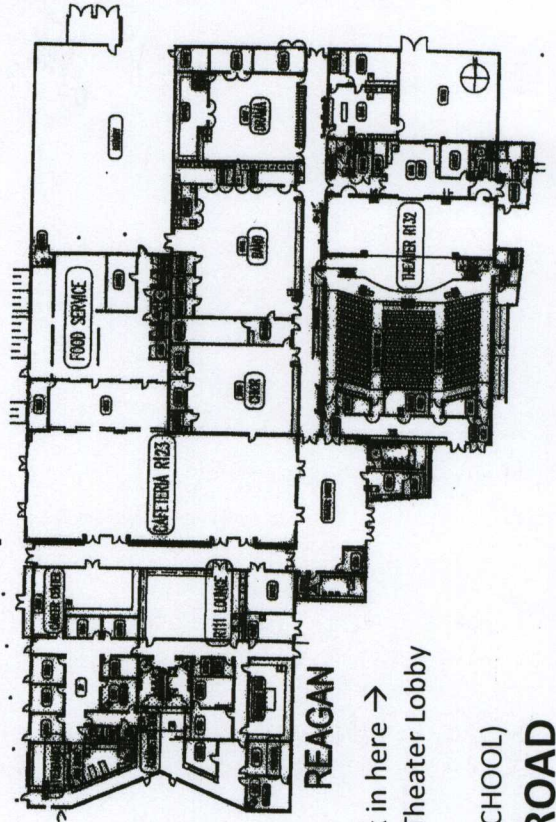
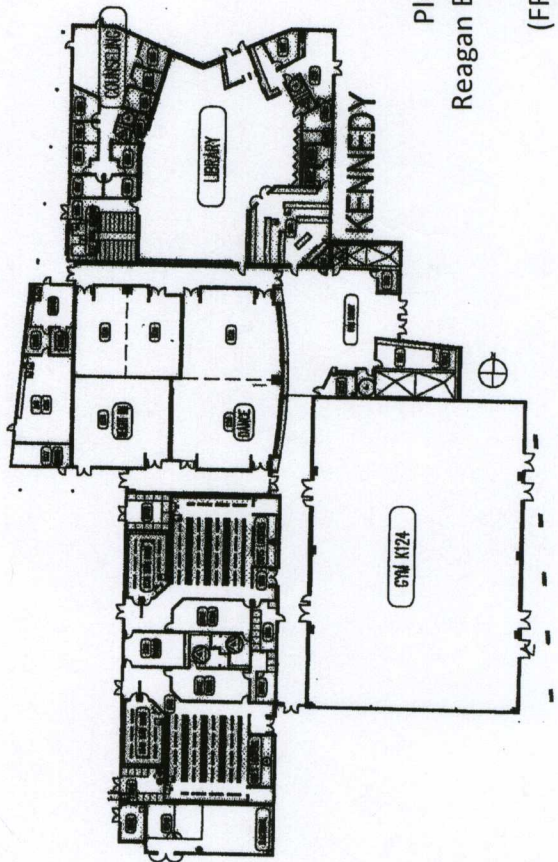
8:45 a.m.	Speech and Interview Judges Check-In <i>(Continental breakfast for judges available in each orientation room.)</i>	Reagan Building -Theater Lobby
9:00 - 9:45 a.m.	Speech Judge Orientation Interview Judge Orientation	Teacher's Lounge – R1111 Career Center
10 a.m. – 2:45 p.m.	Judging*	Various Classrooms Lincoln Building
	*Break will be held from 11:00 to 11:15 a.m. and 2:00 to 2:15 p.m. *Lunch for judges will be held during the timeframe of 12:15 to 1:00 p.m. <i>(Lunch provided in Teacher's Lounge/Career Center.)</i>	
12:00 – 3:00 p.m.	Essay Judge Orientation/Judging	Choir Room
3:30 p.m.	All Scores Due	

8:30 a.m.	Coaches/Team Check-In for <u>Group 1</u> <i>(Group 1 = Teams beginning with numbers 01 through 09.)</i>	Reagan Building -Theater Lobby
8:45 – 9:45 a.m.	Students in Group 1 Complete Essays	Cafeteria – R123
9:45 a.m. – 12:30 p.m.	Group 1 Students Report for Speech/Interview	Various Classrooms Lincoln Building
11:15 a.m.	Coaches/Team Check-In for <u>Group 2</u> <i>(Group 2 = Teams beginning with numbers 10-18.)</i>	Reagan Building -Theater Lobby
11:30 a.m. – 12:30 p.m.	Students in Group 2 Complete Essays	Cafeteria – R123
12:45 – 3:00 p.m.	Group 2 Students Report for Speech/Interview	Various Classrooms Lincoln Building

*Subject to change.



JEFFERSON



Please check in here →
Reagan Building – Theater Lobby

(FRONT OF SCHOOL)
BRIGGS ROAD



RIVERSIDE COUNTY
OFFICE OF EDUCATION
KENNETH M. YOUNG
Riverside County Superintendent of Schools

Riverside County Academic Decathlon Interview Guidelines

The students you see will be expected to participate in a seven (7)-minute interview. **It is absolutely essential that each interview session not exceed ten (10) minutes.** Any deviation in this time frame will negatively impact all students in the competition.

You are serving on a team in which the following tasks will be distributed:

- **One member of your team will be the team chairperson. This person will**
 - ✓ collect score sheets and group by student, and
 - ✓ turn in all forms to the registration table at the end of judging.
- **One member of the team is the timekeeper. This person will**
 - ✓ ensure that each interview session lasts ten (10) minutes with no more than seven (7) minutes of that time taken up with the interview.
- **The remaining jobs to be shared include**
 - ✓ welcoming the student into the room,
 - ✓ checking to be sure the student's name and ID number match the schedule,
 - ✓ providing a brief overview of the process that will be followed,
 - ✓ introducing the other judge(s), and
 - ✓ escorting the student out of the room at end of interview.



TIME SEQUENCE

TIME ALLOCATED FOR INTERVIEWS	
Welcome, verify student name, ID, and explain process.	1 minute
Interview (<i>Dismiss student after interview. Once they have left the room, begin scoring.</i>)	7 minutes
Complete Interview score sheet and prepare for the next student.	2 minutes

