Research Project Organizer

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student Name |  | | | | | |
| Dates to Remember | Research Due Date |  | 1st Draft Due Date |  | Final Due Date |  |
| Class |  | | | | | |

**1) Task Definition**

|  |  |
| --- | --- |
| Overall topic/subject |  |
| My specific topic/person/place… |  |
| My specific questions | 1. |
|  | 2. |
|  | 3 |
|  | 4. |
|  | 5. |

**2) Information Seeking Strategies**

Which sources would I gather the most relevant information for this project?

|  |  |  |
| --- | --- | --- |
| Print | Digital | Other |
| Book | Web site | Interview |
| Periodical | Video | Primary Source |
| Encyclopedia | Database |  |
| Textbook |  |  |

**3) Location & Access**

What keywords will I use to locate information?

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

Where will I locate these sources?

* school library
* public or university library
* personal library
* teacher provided
* Internet

*Evaluate sources for currency, relevance, authority, accuracy, and purpose.*

**4) Use of Information**

**Look back on step 1. Using the source I have located, gather relevant information to answer the questions from step 1.**

How will I record the information that I find?

* Take notes using note cards or a graphic organizer
* Take notes on notebook paper
* Take notes using a word processor (Microsoft Word or PowerPoint)

How will I give credit to my sources?

* Source cards
* Noodle tools

**5) Synthesis**

How will I present the information I gathered?

* Written paper
* Oral presentation
* PowerPoint
* Poster
* Brochure
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will I give credit to my sources in my final product or performance?

* Include a Works Cited page or slide
* After the performance or presentation, verbally announce which

sources I used

Materials I will need for my presentation or performance:

**6) Evaluation**

Before turning in my assignment, I need to check off all of these items:

* I have completed steps 1 through 6 in the research process
* The information I found in step 4 matches the information I need

in step 1

* Credit is given to my sources, written in MLA format
* I am in compliance of copyright laws and fair use guidelines
* My work is neat
* My work includes heading information (name, date, etc.)
* I completed all project requirements
* My work has been read and edited by a peer and/or teacher
* I have revised my work based on suggestions from peer reviews
* I would be proud for anyone to view this work