

Name _____ Class _____

Teacher _____ Hour _____

1: Task Definition- *Complete prior to research in library or on Internet*

1.1 Define the problem/purpose/topic.

What does your teacher want you to do? What are the requirements of the assignment?

Talk with teacher or classmates to clarify the assignment.

Write the assignment here in your own words:

Assignment/Problem/Research Question/Topic

Date Due _____

Other Key Information/Requirements _____

Format of final project (paper, poster, pamphlet, etc.) _____

1.2. Identify information needed to complete the task or solve the problem.

Brainstorm research questions and topic ideas to which you need to "find answers."

• _____

• _____

• _____

• _____

• _____

• _____

• _____

• Refined Question or Topic: _____

Name _____ Class _____

Teacher _____ Hour _____

2: Information Seeking Strategies- *Complete prior to research in library or on Internet*

2.1 Brainstorm a list of all possible sources of information that may help answer the questions under 1-Task Definition. Consider:

Library Books

FirstSearch Database

World Wide Web

Reference Sources

EBSCO Database

Experts

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

<input type="checkbox"/>	_____

2.2 Review the list of sources above and narrow the sources by evaluating and selecting the best sources. Prioritize the list. Ignore items that do not seem useful.

Name _____ Class _____

Teacher _____ Hour _____

3: Location & Access

3.1. Locate the sources and write the location of each source beside each item on the list in *2: Information Seeking Strategies*. Include complete information (author, title, complete web address, etc.) Use another sheet of paper if necessary.

3.1.a. Assess reliability and validity of sources- books/databases/web sites.

3.2. Find the information within the source.

Sites for further research

Web Site Address	Brief Description

4: Use of Information- Note Taking, Reading, Paraphrasing, Plagiarism, Citations

4.1. Review information from selected sources and take notes to answer the questions from 1:Task Definition.

4.2. Gather key information and ideas

Take notes and cite (give credit to) your sources.

Paraphrase or summarize ideas

5: Synthesis- writing and creating your work- *Content, Content, Content*

5.1 Organize from a variety of sources.

I. Prewriting: You already have notes taken. Brainstorm other ideas to include in the assignment. Write your ideas on note cards, a data chart, paper, or in a word processor. Help from the Writing Center Writer's Web

II. Drafts: Write the first draft of your paper using your notes. Cite all of your sources.

III. Review Rough Draft: Meet with teachers or peers to review the rough draft. At this point, focus on content.

IV. Revisions: Your product must be more than just a summary of other people's ideas or information copied from the Internet. It should mainly consist of your ideas and conclusions with support from your sources. Continue to Focus on the CONTENT.

IV.a. Continue revisions and meeting with teachers or peers to review the drafts of your assignment as many times as necessary to develop a good product. Keep copies of all rough drafts that have been reviewed since your teacher may ask for these.

V. Editing: Based on your rereading your work, teacher feedback, and peer review, you should focus on grammar and spelling so all errors are corrected.

Name _____ Class _____

Teacher _____ Hour _____

5.2 Create and present information using a word processor, PowerPoint, poster, etc. Site your sources in a bibliography arranged alphabetically by the author's last name.

6: Evaluation

6.1. Judge the product (paper, presentation, speech, poster, etc.)

6.2. Judge the information problem solving process- what did you do well, what can you improve on next time? Ask these simple self evaluation questions before submitting your assignment:

1. Is your final product a thoughtful response to the assignment?
2. Does it answer the questions you wrote for #1 and #2?
3. Does the project represent your ideas and conclusions?
4. Is the project more than just a summary of other people's ideas?
5. If you paraphrased or summarized information found in books or magazine, did you give credit to all of your sources in a bibliography?
6. Did you do everything in the assignment?
7. Does your bibliography follow the correct format? (MLA, APA, Turabian, or another format determined by teacher, etc.)
8. Is your paper complete and does it include a title page with heading information (title, your name, your teacher's name, date, etc.) and other details required by your teacher.
9. If required, include notes, copies of all drafts, and a bibliography?

Bibliography

Based on Big6 and work developed from the following site:

Big6™ Writing Process Organizer for Grades 7-12

<http://www.big6.com/kidsshowsarticle.php?id=311> September 8, 2005

Carroll, Joyce Armstrong and Edward E. Wilson. Acts of Teaching: How to Teach Writing. Englewood, CO: Teacher Idea Press, 1993.

McGhee, Marla W. Assistant Professor. Educational Administration & Psychological Services Southwest Texas State University, San Marcos, Texas. Telephone interview. November 7, 2002.