

Research Guide

1. Research Question/Topic

- ✓ Consult teacher directions
- ✓ Is your topic too broad? Too narrow?
 - Broad topic: earthquakes around the world
 - Narrow topic: earthquakes in California
 - Too narrow: earthquakes in Milwaukee
- ✓ What do you already know about your topic?
- ✓ Consider what other questions might need to be answered

2. Locating Information

- ✓ What possible sources are available for you to use?
 - Examples: website, book, encyclopedia
- ✓ What keywords will help you locate important information?
- ✓ How will you evaluate resources for relevancy, appropriateness, detail, currency, authority, and bias (RAD CAB)?

3. Record Sources and Note Taking

- ✓ Before note taking record sources as instructed by your teacher
- ✓ Take notes as instructed by your teacher
 - Remember to take the notes in your own words

4. Organize Your Information

- ✓ Organize your information as instructed by your teacher
 - Examples: graphic organizer, outline, or organize notes
- ✓ Do you have enough information to answer the question or fulfill the teacher requirements?
 - Yes, begin project
 - No, locate additional information

5. Create Project

- ✓ How do you plan to share your information?
 - Examples: report, Photo Story, SMART Notebook, PowerPoint, or visual
- ✓ Create a first draft of your project
- ✓ Revise, revise, revise
 - Consult your teacher's directions
- ✓ Create your final draft
 - Create Bibliography or Works Cited

6. Self Evaluation

- ✓ What have I learned?
- ✓ What do you think others learned from my product?
- ✓ What can I do differently in the research process next time?
- ✓ How well does my product show what I have learned?

Research Self-Assessment

CATEGORY	4	3	2	1
SELECTION	My selected question is clear, well focused and requires high level thinking skills in order to research.	My selected question is clear and well focused. My selected question requires moderately high level thinking skills.	My selected question is incomplete and unclear. My teacher needed to help me understand my question.	I was unable to select with a question to research.
FOCUS	I made very good use of my time. I was able to remain focused on the tasks and make changes when I needed to. I was able to develop a clear method to organize my information. I was able to make additions/ revisions in my plan when needed.	I was able to work within the time frame my teacher gave me. I was able to develop a system to organize my information. I was able to make additions/ revisions with help from my teacher.	I needed the teacher's help to list and organize what I needed to do. There are some steps missing in my planning. I made additions/ revisions with teacher help.	I was unable to come up with an organized plan and work within the time limits.
GATHERING	I used a variety of resources and carefully selected only the information that answered my question. I was able to continually revise my search based on information I found.	I used many resources to find information that answered my question. I tried at revising my search, but had some problems doing so.	I used 1 or more sources. Original question or focus guided my search, although I should have made revisions. I made errors in selection of references.	I lost focus during the gathering process and therefore my information was not accurate and complete.
RESOURCES USED:				
SORTING	I thoroughly selected and organized information that answered my question in an organized way. I selected information that was appropriate.	I sorted information and organized information that answered my question without too many errors.	I tried to organize the information I found, but I made some mistakes. I wasn't able to stay completely focused on information that would answer my question.	I was unable to sort and organize the information I found to answer my question.
SYNTHESIZING	I used the information I found in a meaningful way to create an original product that clearly answers the question with accuracy, detail and understanding.	My product answers the question in a way that reflects learning using some detail and accuracy.	My product is not complete and only answers part of the question.	My product is incomplete and contains missing details and it isn't completely accurate.
ILLUSTRATION	Thoughtful illustration tied directly to the selected question and research.	Illustration lent some information to the research and the question.	Weak connections were found between the illustration and the topic.	There was no direct connection to the topic or task.

CATEGORY	Exemplary	Proficient	Partially Proficient	Incomplete	POINTS
Research Questions	3 points Wrote thoughtful, creative, well-worded specific questions that were relevant to the assigned topic.	2 points Wrote well-worded, specific questions that were relevant to the assigned topic.	1 point Wrote questions which lacked focus, were poorly stated, and were not entirely relevant to the assigned topic.	0 points Wrote questions which lacked a specific focus, were poorly stated, and not relevant to the assigned topic.	3/3
	3 points Identified highly appropriate sources in a variety of formats (books, journals, electronic sources).	2 points Identified mostly appropriate sources in a variety of formats (books, journals, electronic sources).	1 point Identified a few appropriate sources but made little attempt to balance format types.	0 points Identified no appropriate sources in any format.	3/3
Selection of Sources	3 points 3 points Extracted relevant information.	2 points Extracted mostly relevant information.	1 point Extracted a lot of information which wasn't relevant.	0 points Extracted irrelevant information.	3/3
	Brainstormed keywords, categories, related terms that were effective in researching the questions.	Selected mostly effective keywords to use in researching the questions.	Selected some keywords that were not effective in researching the questions.	Selected no effective keywords to use in researching the questions.	3/3
Note-taking & Keywords	Wrote notes including succinct key facts which directly answered all of the research questions and were written in the student's own words.	Wrote notes which included facts that answered most of the research questions and were written in the student's own words.	Wrote notes which included irrelevant facts which did not answer the research questions. Some notes were copied directly from the original source.	Wrote notes which included a majority of facts which did not answer the research questions. Most or all notes were copied word-for-word from the original source.	3/3
	3 points Presented content clearly and concisely with a logical progression of ideas and effective supporting evidence.	2 points Presented most of the content with a logical progression of ideas and supporting evidence.	1 point Presented content which failed to maintain a consistent focus, showed minimal organization and effort, and lacked an adequate amount of supporting evidence.	0 points Presented content which was unfocused, poorly organized, showed little thought or effort and lacked supporting evidence.	3/3
Organization and Synthesis	Selected an appropriate and effective format to creatively communicate research findings.	Selected an appropriate format to structure and communicate research findings.	Needed to select a more effective format to structure and communicate research findings.	Failed to select an appropriate format to communicate research findings.	3/3
	3 points Cited all sources of information accurately to demonstrate the credibility and authority of the information presented.	2 points Cited most sources of information in proper format and documented sources to enable accuracy checking.	1 point Cited most sources of information improperly and provided little or no supporting documentation to check accuracy.	0 points Created citations which were incomplete or inaccurate, and provided no way to check the validity of the information gathered.	3/3
Citations/ Documentation	Used information ethically all of the time.	Used information ethically most of the time.	Failed to use information ethically some of the time.	Failed to use information ethically.	3/3
	TOTAL POINTS				15/15