

*student research planner*

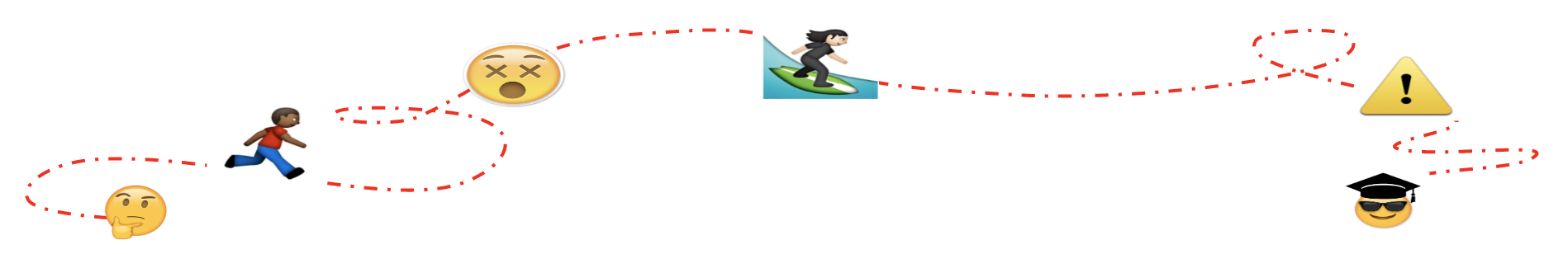
Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Why should I plan my research?**

* **Research is a process, not a goal!**
  + The stages of research *build upon each other* to create a big picture.
  + We are *searching*, *learning*, and *thinking* along the way.
* **Research is most successful when we have a road map to follow.**
  + Research goes in *cycles*, not a straight line…
  + We can check our progress by *reviewing what we’ve already done*.
* **Research can be frustrating, overwhelming, and challenging.**
  + We can overcome these “pitfalls” by having a *survival plan*.

**\*\*\***

**What is the Information Search Process (ISP)?  
The 6 Stages of the Information Search Process (ISP) are a ROAD MAP to research success!**

**5**

**Collection**

**4**

**Formulation**

**3**

**Exploration**

**6**

**Presentation**

**2**

**Selection**

**1**

**Initiation**

At each Stage, we take time to *pause, check,* and *reflect* on our work,   
which keeps us on track to a great research project!

Throughout the process, we take our time to practice the skills and tasks that help us   
*stay calm*, even when the research is not going as smoothly as we would like!

**\*\*\***

**So, how do I use this Planner?  
Your teacher and librarian have built this Planner as an ISP guide for your project!**

* Review and complete the activities at each Stage.
* Communicate with peers, teachers, and librarians about how the process is going.
* Use the work from your Planner to create your final essay, presentation, or display.
* *And above all…*

**KEEP CALM AND RESEARCH ON!**

**Stage 1: Initiation Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For effective research, we must first *define the purpose of the project*: if we don’t fully understand what we are doing research for, we will quickly get lost in the process. To get started, answer the following questions about your research assignment:

1. In your own words, summarize the topic, theme, or subject of this project (the *Purpose*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What is the final product? *(A paper? A presentation? A poster?)*  
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3. How long must it be? *(Minimum pages? Presentation length?)*  
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4. When is it due? *(Rough draft? Final?)*  
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5. What kinds/how many reference sources do I have to include?  
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6. What resources are available to me to conduct my research? *(Internet? Library? Textbooks?)*  
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7. What other details do I need to know about this assignment?

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**Pro Tip!**

If you are feeling confused or unsure about your assignment, try:

* Reviewing your teacher’s assignment instructions.
* Comparing notes with your classmates (especially if working in a group).
* Asking your teacher or librarian if you still need help – *don’t wait till it’s too late!*

**Stage 2: Selection Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Research begins with *planning our process*: by identifying what we need to learn, and how we plan to learn it, we can draw a map to success. To start laying out the plan, complete the following activities:

1. Brainstorming ideas.

* What questions do I have about the research topic? *Come up with at least 2.*  
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* Where might I find some general background information about the topic?  
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* Where might I find more specific information to answer my brainstorming questions?  
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2. Function Diagram. In the space below, begin charting key terms, ideas, and potential sources, starting with restating your research purpose in the center space. *Reminder: this is a working diagram, and can be edited throughout your research. Use the other side of this page if you need more space.*

**Function Diagram: Brainstorming**

**Stage 3: Exploration Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Next, we do the hard work of research: *looking for information*. Refer back to your activities in Stages 1 & 2 to find a variety of sources that help support your research topic. As you read and explore your sources, try to answer the following questions:

1. What sources (books/newspapers/reference) did I find in my library?

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2. What sources did I find using my library’s databases?

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3. What sources did I find on the web?

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4. What are the main ideas I learned from these sources?

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5. Were there any sources I found that were not helpful?

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6. Refer back to the brainstorming questions you had in Stage 2 to answer the following:

* Did your sources answer all of your questions? If not, where might you look to answer the ones that are left over?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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* Did your research raise any new questions? If so, what new sources might you look for to answer them?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Use the following blank pages for notes if needed… And don’t forget to include your sources!*

**Research Notes**

**Pro Tip!**

Leave yourself “breadcrumbs” by recording your sources as you go:

* Make note of websites that you visited and Google searches that you tried.
* Write the titles, authors, and page numbers of books you referenced.

Even if you choose not to use a source, it may become useful later…   
*Take notes along the way so you don’t have to do it all again!*

**Research Notes**

**Stage 4: Formulation Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

At Stage 4, it is time for us to *focus our research* and begin bringing information together. Let’s do that by outlining our notes and making connections:

1. What is my Thesis Statement (restate the research *Purpose*)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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2. I can support this statement with these key ideas:

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b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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3. My key ideas are supported by these sources:

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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4. Using the information provided above, fill out a function diagram that outlines your final product (if this outline is not large enough, use the next page):

**Function Diagram: Outlining**

**Stage 5: Collection Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By Stage 5, we have done most of the research… Now we need to *refine our work* and begin drafting our products. As you write the essay, design the display, or prepare the presentation, check on your progress with the following self-reflective questions:

1. Where am I in the project timeline, according to my teacher’s expectations?

ON TIME A LITTLE AHEAD A LITTLE BEHIND VERY BEHIND

If you circled A LITTLE BEHIND or VERY BEHIND, what is your plan to get back on track? *Think: Should you communicate with your teacher? Is there someone you can ask for help? Should you plan some time to focus on the work?*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Have I gathered enough information to meet assignment requirements? YES. NO.

3. Have I referenced at least the minimum number and types of sources required? YES. NO.

*If you answered NO to either Question 2 or 3, go back to Stage 4 and revisit your Outline/Function Diagram… Ensure that your key ideas are supported with cited sources, and that those ideas connect to the Thesis Statement/Purpose of the project.*

5. What is/are my final product(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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6. Do I know how to create those products? YES. NO.   
*Think: Do I know how to use Microsoft Word/Google Docs/Power Point/etc.? If the product is some sort of craft or display, do I have all the materials I need?*

If NO, what is my plan to learn how to use the tools, or to get the materials? *Think: Who can I ask for help? Is there a tutorial or template available?*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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7. How am I feeling about my work so far? *Use the following page to draw or paste a picture, emoji, or meme that shows your current mood!*

**Current Mood (a therapeutic art break!)**

**Stage 6: Presentation Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We are almost done! At this last Stage, it’s all about *attention to detail*… Use these checklists as you prepare your final product(s) to make sure you’re not missing anything!

*Have I….*

* … reviewed the assignment requirements and/or rubrics?
* … completed a rough draft that meets those requirements?
* … had the rough draft reviewed by someone else (teacher/peer/family)?
* … completed a self-assessment of my final draft?
* … included and verified my source citations/reference page?
* … reviewed drafts with team members, if working in a group?

*If writing an essay*:

* Did I include my name on my work as required by the teacher?
* Did I save, email, share, or print my final draft, as required by the teacher?
* Did I verify that the digital and/or print copies are legible and follow the proper formatting as required by the teacher?

*If preparing a presentation:*

* Do I know how to use the class computer, projector, and speakers?
* Have I verified that my presentation is saved and accessible?   
  *Think: Can I log in to open the presentation directly? Do I need it saved to a USB drive? Do I need to email it to the teacher first? Do I need internet?*
* Do I have notes prepared for reference during the presentation?
* Have I rehearsed in front of a practice audience?

*If creating a display, craft, or art piece:*

* Have I left plenty of time for wet materials (glue/paint) to dry?
* Do I have a plan to transport the final product safely?
* If there are many separate pieces, have I checked for all of them?
* Do I have notes prepared for reference when presenting the display?

**Pro Tip!**

Give yourself plenty of time in this final Stage for printing and emailing,  
setting up displays, and using presentation equipment.

* Things could always go wrong when you’re using technology…
* but *don’t let that affect your grade (or your stress levels)!*

**Be prepared, be on time, and don’t wait till the last minute**!

**I survived!**

Regardless of how “well” you did on your project, you have certainly learned something from the research process! As you celebrate, take some time to reflect on your performance from start to finish: Use the space below to share your thoughts in a short journal entry… or consider drawing a comic strip that illustrates your research journey!

Some questions to consider: *What did you do “right”? What could you have done “better”? Which Planner tools were most helpful? What grade would you give yourself on the project?*

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