

12th Grade English

Name: _____

Research Project Information Sheet

You will **choose a topic** to research; you will spend time in the library and at home/learning centers **researching** your topic; and you will produce a final **project** presenting your research that follows a proper format for a research paper.

Purposes of the Project

- **To learn to use a *variety* of sources in looking for information**
This includes books, computers, encyclopedias, and various indexes to information.
- **To learn to *find what's useful* among different kinds of information**
Separating what's truthful, factual, reliable, relevant, and useful from the swamp of information available to you.
- **To learn to *synthesize and use* information**
NOT plagiarizing or copying, not even re-stating in your own words, but *using* information to help say *what you want to say* about a topic.
- **To learn to *present the results of serious research***
This includes...grammar and spelling, formatting, punctuation, and mechanics, quoting, notes, and bibliography form, and other style matters, such as spacing and margins.

Your Topic

Of course, you'll want to write about **a topic you are interested in and on which you have a real and passionate opinion**. You can choose a topic from a list you will be given, or you can choose your own topic not on the list, with your teacher's permission.

Requirements for the Final Project

In your research, you must consult *at least seven sources of different types*:

- 1 general knowledge or subject-specific encyclopedia
- 2 books
- 2 internet sources
- 1 newspaper, journal or magazine article
- 1 other (video, interview, non-encyclopedia CD-ROM, etc.)

The final copy should be 1,800 words in length (approximately 6 pages, double spaced, in size 12 font). (This does not include labels for diagrams, timelines, an appendix, bibliography, etc.) Projects that are *well under* or *well over* this range will be penalized. Narrow or expand your topic appropriately.

The final copy must be typed, double-spaced, using a sensible font.

The final project should have a cover.

The pages of your project must be numbered.

The must be a properly formatted bibliography at the end.

The research paper should be stapled once in the upper left hand corner.

NOTE:

WITH YOUR PROJECT, you must hand in EVERY PIECE OF PAPER connected to the project—all notes, pre-writing, jottings, drafts, photocopies, printouts, brainstorming, etc., WHETHER IT ENDED UP IN YOUR FINAL PROJECT OR NOT. Put all this paper in a SEPARATE folder or plastic sleeve labeled with your name and class. Start a system NOW.

Grading

(The grading criteria closely follow the purposes of the project, above.)

There are three categories of grading criteria for the project. Use this list as a checklist for yourself:

I. Research Process

- Did you listen to your teacher and the librarian (if applicable)?
- Did you use at least seven different resources?
- Did you use a variety of resources, according to the requirements?
- Did you show a knowledge of how to use different resources in the library and at home?

II. Use of Information

- Did you choose information wisely?
- DID YOU USE ANY INFORMATION WITHOUT GIVING PROPER CREDIT?
- Did you take good notes that summarized the useful parts of your information?
- Did you *use* your information, instead of merely repeating it in your paper?
- Did you use any charts, illustrations, or diagrams only to help your paper?
- Is your bibliography an accurate reflection of your research?

III. Presentation of Information

- Is your paper neat? Does it look appropriate?
- Is the grammar correct? Is the spelling correct?
- Did you use the correct format, margins, double-spacing, etc.?
- Is your project complete? Is all work included in a separate notebook or folder?

