COPY ME:
Research Portfolio Cover Sheet

Student Name: ___________________________  Teacher: ___________________________
Period: ___________________________  Date Due: ___________________________

This sheet and the following items are to be included with the final paper.
(any missing items will affect your cumulative final grade)

Prewrite due: ___________________________
For five to ten minutes you will be writing what you know about your topic already
and explaining what you would like to show or prove. Tell how you plan to investigate it.

Pre-search of available materials due: ___________________________
Pre-search includes a check of the library holdings, a few searches on the Internet,
and perhaps a call to the local public library to check on the amount and type of information
available there. Documentation would be a list of several likely sources, note cards
with titles and call numbers, photocopies of some materials found with call numbers and
library location, printouts from the Internet, etc.

Note cards due: ___________________________

First draft due: ___________________________  Second draft due: ___________________________

Rough drafts of the paper will be required throughout the process. Drafts are
checked for style and format as well as content. Each new draft is expected to show signi-
ficant progress in the work accomplished.

Draft of working bibliography due: ___________________________
This is due prior to the actual due date of the paper in order to check for format and
content.

Defending your paper:
After your paper has been turned in you might be called on to discuss it in
class. Be prepared to explain your topic, defend your conclusions, and describe
where you found your sources and where in the paper the sources were used.

Reflections on the research process:
This can be in the form of a diary or log and should document your search
strategies, successes and frustrations, and the “ah-ha” moments in your research
process. Turn it in with your paper.

Parent signature: ___________________________  Date: ___________________________
(for any questions about the assignment, please call or email me at:

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