

Research Project Organizer

Adapted from Barbara Jansen

You will need to print this form before exiting the page.

Name:

Today's date:

Class:

Big6 #1 Task Definition

Determine a purpose and need for information—What am I supposed to do?

What information do I need in order to do this? (Consider listing in question form.)

You will most likely find interesting additional information as you use the resources. List below information that you feel you need to know at this time.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Big6 #2 Information Seeking Strategies

Examine alternative approaches to acquiring information. List the best sources to find this information. Don't forget traditional print and human sources as appropriate.

1.
2.
3.
4.
5.

Evaluate sources for relevance, currency, accuracy, and authority?

Big6 #3 Location & Access

Locate sources and access the information within them—Where will I locate these sources?

- school library
- public or university library
- personal library
- provided by my teachers
- Internet
- other:

If using a search engine list likely key words.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Big6 #4 Use of Information

Use a source to gain information—How will I record the information that I find?

- take notes using cards or [electronic note cards](#)
- take notes on notebook paper
- take notes using a word processor ([Microsoft Word form](#))
- illustrate concepts
- use a tape recorder, video, or digital camera
- other:

How will I give credit to my sources?

- use the [Quick Guide](#) or for information on citing sources and on using footnotes and preparing a Works Cited or Bibliography page
- Go straight to [Citation Machine](#)

Big6 #5 Synthesis

Integrate information from a variety of sources—How will I show my results?

- written paper
- [oral presentation](#) [Click for Presentation Guidelines](#)
- multimedia presentation
- performance
- other:

How will I give credit to my sources in my final product or performance?

- include a written bibliography
- after the performance or presentation, announce which sources I used
- other:

Materials I will need for my presentation or performance (list, separating by commas)

How much time do I estimate it will take to find the information and create the product?

Timeline for assignment

Ideas for project (task definition)
completed by:

Information searching (note taking)
completed by:

First draft due:

Completed assignment due:

Include here any additional information needed to successfully complete the assignment:

Big6 #6 Evaluation

Before turning in my assignment, I need to check off all of these items (on the printed Organizer):

- what I created to finish the assignment is appropriate for what I was supposed to do in Big6 #1
- the information I found in Big6 #4 matches the information needed in Big6 #1
- credit is given to my sources, written in [standard citation format](#)
- I am in compliance of [copyright laws](#) and fair use guidelines
- my work is neat
- my work is complete and includes heading information (name, date, etc.)
- I would be proud for anyone to view this work

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