Basic Research Checklist
For Teachers & Librarians

What is our purpose in designing this assignment?

- **Have I consulted with my school librarian?**
- Are the discipline’s content standards included?
- Is/Are the essential question(s) of the course/unit included?
- Do my students have the prior knowledge/skills to complete this task?
- What form will the final project take?

Have we made our expectations crystal clear?

- Have given students an assignment page with all criteria?
- Have we designed and distributed an assessment rubric?
- Have we given the students a copy of the “Student Research Guide” and helped them complete it?
- Have we included an evaluation of the research process as well as the final product?

Have we modeled or shared a quality piece of work?

- Be sure to make copies of exceptional work for future use.
- Possibly post on school web site.

Have we safe guarded against plagiarism?

- Have we asked students to use critical thinking skills and apply research rather than just list facts?
- Have we modify assignments from previous years/other classes to reduce incidents of copying?

Have we designated time to conference with students?

- Ensure that times are available for students with jobs or extracurricular activities.
- Set specific parameters for help that will be available.

**Mid-Assignment Reflection:**

- Did we provide an adequate timeline for the project?
- Was the difficulty/scope of the project appropriate considering the abilities of our students?
- Do the students appear to grasp what is expected of them?

**Post-Assignment Reflection:**

- Did the final products live up to our expectations?
- Did the students appear to gain the knowledge/skills intended?
- What changes would we make to this assignment for next time?