HOW TO USE THESE MATERIALS

This unit is in the format of a Compressed File. Files are organized so you can easily browse through the materials and find everything you need to print or e-mail for each day. The Materials are organized into folders:

RESEARCH UNIT PLAN

- The Research Unit Plan (outlines the instructional activities of this unit and provides instructional notes)
- Teacher Research Unit Guide (lists the sequence of unit activities and related materials)
- Student Research Plan (guides students through the main steps of the research process)

HANDOUTS

This folder contains all of the supporting handouts that guide students through the research process, explaining key processes for students and teachers.

It includes Research Criteria Matrix that aids teacher and student evaluation of student proficiency.

TOOLS

This folder contains all of the supporting tools that help students build their Research Portfolios, aiding student thinking, habits, and analysis of researched information. Annotated Tools are provided to aid teacher instruction.

CHECKLISTS

This folder contains all of the checklists that guide students and teachers in the process of evaluating their work based on specific qualitative criteria.

TOOLS and **CHECKLISTS** have been created as *editable PDF forms*. With the free version of Adobe Reader, students and teachers are able to type in them and save their work for recording and e-mailing. This allows students and teachers to work either with paper and pencil or electronically according to their strengths and needs. It also allows teachers to collect and organize student work for evaluation and formative assessment.

TOPIC RESOURCE REPOSITORIES

Teachers can elect to use Topic Resource Repositories to support the instruction of the Research Unit Plan. The repositories contain information and sources for stimulating and supporting student research within a broad topic. The repositories contain:

- Information for framing the topic
- Possible Areas of Investigation
- Model Inquiry Questions
- Common source texts for instruction
- Models of Unit Tools

Activities where repository texts should be used are specifically referenced in the Unit Plan.

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