

Checklist for Student Progress in the Process Journal

Personal Project-November 2011

Directions-

- Check off the steps that you've **completed and documented** in your Process Journal
- Circle any steps that you have not **completed or documented**
- Make sure to **ADD** those missing steps into your process journal
- At the end of the checklist--- please identify your current **STEP**
- Share this completed checklist with your supervisor so that you can work to complete the necessary academic process

You MAY NOT PROCEED to step 6 (the completion of your project) until you have thoroughly completed and documented step 1-5 in the process journal.

Step 1– CHOOSING THE TOPIC, IDENTIFYING THE GOAL AND FOCUS AOI

(The topic notification form was given to you to begin this process)

- Have you listed your topic/theme in the process journal?
- Have you listed your AREA OF INTERACTION in the process journal?
- Have you answered the following questions in your process journal?
- What do I want to achieve through my Personal Project?
 - What do I want others to understand through my work?
 - What impact do I want my project to have?
 - How can a specific area of interaction enrich my project?
- Have you discussed your ideas with different people, both inside and outside the school, to help you to focus on precisely what you are going to do?
- Have you recorded those ideas in your process journal?

Step 2 – CREATING SPECIFICATIONS TO EVALUATE THE OUTCOME/PRODUCT

(Refer to the Google form and a slideshow given to you to begin this process)

- Have you worked with your supervisor in order to define realistic specifications to measure the quality for the project's final outcome/product?
- Have you talked about what constitutes a high-quality outcome or product with your supervisor?
- Have you created a checklist or a rubric for your project outcome or product?
- Have you documented the specifications in your Process Journal?**
- ARE your specifications CLEAR on what you want to achieve?
- Do your specifications ALIGN with your project goal?

Step 3 - PLANNING THE PROJECT

You will need to decide on the specific tasks or activities you will complete in order to reach certain milestones or interim stages.

____ Have you written an outline of your main ideas?

____ **Is that outline in your Process Journal?**

____ Have you developed a timeline/calendar of your milestones or project stages?

____ **Is that calendar in your Process Journal?**

IN YOUR OUTLINE YOU SHOULD HAVE ANSWERED THE FOLLOWING QUESTIONS-

____ have you defined what you need to investigate?

____ have you chosen appropriate sources and materials?

____ have you listed where you will find the necessary materials?

____ have you listed who has information about your topic?

____ have you listed any experiments that you will have to carry out?

____ will you have to prepare, circulate and analyse a questionnaire or survey?

____ do you need to go to libraries other than the school library?

____ will you need to visit museums?

____ will you need to interview individuals?

And many more questions that pertain to your goal

____ **Have you used your Process Journal to write down your questions along with the answers, as a way of reminding yourself of the variety of potential sources?**

____ **Have you written a detailed plan for your project?**

____ **Have you recorded and reflected on different activities, any changes to your plans and difficulties that you've encountered in your process journal?**

Step 4 – SELECTING A WIDE RANGE AND VARIETY OF SOURCES

____ Have you listed all potential sources in your process journal?

____ Have you listed the important information with each one of your sources?

- **A book:** record the author(s) (or editor if there is no author), title, publication information (city, publisher and date of publication).
- **An interview:** record, for example, the name, address and function of the person.
- **An experiment:** record, for example, the apparatus and the circumstances.
- **A work of art:** record, for example, the name, artist or other reference (such as the location of a gallery or museum)

____ Do all of your sources align with the goal of your project AND your area of interaction?

____ **Do you have a variety of sources?** (You should have at least 5 at this point!)

List your sources below- list the type of source e.g. interview, book, etc. and how it applies to your goal and your AOI.

| Sources | Type of Sources | How does it apply to your goal/AOI? |
|---------|-----------------|-------------------------------------|
| | | |
| | | |
| | | |
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| | | |
| | | |

Step 5- APPLYING INFORMATION

____ Are you recording information in your process journal as you are doing research?

____ Are you applying the relevant information to work on your product?

You should be able to transfer the information and make decisions accordingly.

This process should be recorded in your process journal for use when you are writing your report.

Step 6- ACHIEVING THE GOAL (the product or outcome is ready!)

You will have achieved your goal when the product is ready and then you will use the specifications that you drew beforehand to evaluate your product.

Step 7- REFLECTING ON LEARNING

Once you have completed your product, you will use your process journal and you will start writing your report where you will reflect and analyze the process. You will reflect on how you have developed as a learner, how much knowledge you have gained in the subject area you have chosen and how your understanding of the area of interaction has deepened. This will also give you the opportunity to address the ATL skills that you have developed.

Step 8- REPORTING THE PROJECT (Writing the report)

This is the part of the project where you will describe the whole process, analyze your research and all the knowledge you have gained.

Process Journal Checklist-

My process journal is

_____handwritten

_____Digital

_____Other (explain)

_____I have been working in my process journal weekly

_____I have been dating my entries

I have included the following in the journal-

_____Mind maps showing brainstorming ideas for your project.

_____Bullet lists to show the development of your ideas.

_____Charts to enable reflection and draw conclusions.

_____Short paragraphs about your meeting with your supervisor and explaining your goal for the next meeting.

_____ Notes taken from your research-remember to record the source as soon as you start using the information.

_____ Timelines- a rough plan of how you will proceed with your project- use the Design Cycle to guide you.

_____Annotated illustrations to help brainstorming and pictures.

The table below will help you to understand what the Process journal is:

(continued on next page)

Remember that the process journal is...

Begun at the very start of the process and used throughout the process

A place for planning

A place for recording interactions with sources, for example, teachers, supervisors, external contributors

A place for storing useful information— quotes, pictures, ideas

A means of **exploring ideas**

A place for reflection on stages of the project

A place for evaluating work completed and reflecting on learning

Devised by the student in a format that suits his or her needs

Useful for the student when receiving formative feedback

Used by the student to produce the project report

WHAT STEP OF THE PROJECT ARE YOU ON? (Document this in your Process Journal)

WHAT DO YOU HAVE TO DO IN ORDER TO GET TO THE STAGE OF APPLYING INFORMATION AND ACHIEVING YOUR GOAL? (Document this in your Process Journal)

Student Signature _____ Date _____