

D.C. Everest Idea School Project Checklist - Doing

Name _____ Project _____

PROPOSAL PHASE

Proposal in Headrush

- Read at least three sources of your topic to gain a general understanding.
- Create one or two driving questions or problems that you will answer by the end of your project.
- Write a brief overview of the project. Make sure you justify why this topic is important to learn and include any challenges you may face. (See student handbook Rationale p.3)
- Attach learning targets and create a general timeline for your project.
- Share your project idea with a parent/guardian and have them sign below.
 - Discuss live resource (Parents, please help your student brainstorm possible contacts)
 - Discuss costs, needed supplies, transportation needed to complete the project.

Parent Signature:

- Complete proposal phase rubric.
- Meet with your advisor to discuss the project proposal.

RESEARCH - PLAN - PRODUCT

Research:

- Contact your live resource(s) and schedule a way to communicate with them.
- Read and **take notes** on all (minimum 6) your sources - keep track of all the sources you have used.
- Use at least 3 different types of sources (Books, articles, videos, interviews, maps, etc.)
- Organize your notes and create a list of the sources you used.

Plan:

- Finalize your product idea
- Complete supply list (including costs)

Product:

- Create your product.
- Document the process.
 - Make sure your product demonstrates what you have learned.
 - Make sure your product shows effort and is ready for public display.

Schedule consistent meetings with your advisor to provide updates on your progress and learning.

Check in Meeting(s): 1.) _____ 2.) _____ 3.) _____ 4.) _____

POST PRODUCTION

Paper:

- Create an outline of your paper/written piece
- Write the first draft of your paper.
- Revise your paper.
- Have your paper edited by someone else and have them initial. Peer review by: _____
- Have your paper edited by your advisor.

Presentation:

- Create a presentation that shows your learning and highlights your product.
- Practice your presentation in a small group. Make any revisions you need. Have the people who watched your presentation initial below and fill out Presentation Rubric.

Initials _____ Initials _____ Initials _____ Date: _____

ASSESSMENT PHASE

Prepare for your assessment meeting:

- Complete and upload your project reflection
- Upload your final written product and bibliography (be prepared to show evidence of edits/revisions)
- Upload photos of process/products
- Write thank you note(s) to your live resources (bring to meeting)
- Complete the assessment phase rubric
- Meet with advisor(s) for evaluation
- Be ready to share ideas about your next project

Proposal Meeting Date: _____