

## D.C. Everest Idea School Project Checklist (Gilbertson & Stachovak)

Name \_\_\_\_\_ Project \_\_\_\_\_

### PROPOSAL PHASE

Proposal in Project Foundry or Edio

- Read at least one general overview 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.
- 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 proposal.

Research Meeting Date: \_\_\_\_\_

### RESEARCH PHASE

Research:

- Contact your live resource(s) and schedule a way to communicate with them.
- Read and **take notes** on all 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.
- Complete research phase rubric.
- Meet with your advisor and be ready to show them what you know!

Planning Meeting Date: \_\_\_\_\_

### PLANNING PHASE

Plan:

- Create an outline of your paper/written piece
- Develop a plan for your presentation
- Finalize your product idea
- Complete supply list (including costs)
- Complete planning phase rubric

Rough Draft Due: \_\_\_\_\_

Presentation Date: \_\_\_\_\_

Assessment Meeting Date: \_\_\_\_\_

## PRODUCTION PHASE

### Paper:

- Write the first draft of your paper.
- Revise your own paper.
- Have your paper edited by someone else and have them initial. Peer review by: \_\_\_\_\_
- Have your paper edited by your advisor.

### Product:

- Create your product.
- Make sure your product shows what you have learned in your research.
- Make sure your product shows effort and is ready for public display.

### Presentation:

- Create a presentation that shows your learning and 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 you 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)
- Decide if you would like to include this project in your electronic portfolio (part of ACP).
- Complete the assessment phase rubric
- Meet with advisor(s) for evaluation
- Be ready to share ideas about your next project

Proposal Meeting Date: \_\_\_\_\_