

# Checklist to Evaluate YOUR Research Assignment Handouts

## ASSIGNMENT REQUIREMENTS

- Provides project parameters (structure and mechanics such as length, format of pages, headings, etc.)
- Timeline for project (exploration and definition of topic, research, outline, rough draft, final product)
- Number and types of sources
- Citation style (MLA, APA, or other styles)
- Grading/Writing Rubric
- Exemplary samples

## RESEARCH GUIDANCE

### Getting Started (General Knowledge/Research Process and Questions)

- CUW Library Research Guide- <http://research.cuw.edu/>
- Tutorials (Portal > Library Tab > Library Tutorials and Guides)
- Research Process

### Searching for Information

- Directs where to find a variety of resources including digital (library, databases, catalog, blogs, wikis, websites, etc.)
- Recommends & requires specific sources (subject library databases, reference materials, scholarly sources, etc.)
- Reviews search strategies (Boolean operators, scholarly limiters)

### Evaluating Information

- Authority, content, and timeliness

### Using Information

- Information about how to avoid plagiarism— <http://owl.english.purdue.edu/owl/section/3/33/>

## SUPPORT

- Citation guidance
- Instructor hours/best method of contact
- Library Assistance
  - Research Help Desk— 262-243-4733
  - Ask a Librarian <https://www.cuw.edu/academics/library/ask-a-librarian.html>
- Technology Help Desk - <https://www.cuw.edu/academics/services/technology-services/index.html>
- Writing Center -<https://www.cuw.edu/academics/services/student-academic-resources/learning-resource-center/writing-center/index.html>

Place a checkmark by each statement that is TRUE. If you are unsure, please leave blank. If the statement is not applicable, indicate so with n/a.

\_\_\_\_\_ My recommended sources are available at my college library (online or in-person)

\_\_\_\_\_ My recommended sources are appropriate for the students' level (reading ability, knowledge of subject matter, and research skills should be considered).

\_\_\_\_\_ My recommended resources are the most up-to-date at my college library.

\_\_\_\_\_ The research terminology I use is clear and does not create ambiguity (e.g. handouts state that students cannot use the Internet yet students must locate articles in the library's online subscription databases).

\_\_\_\_\_ Students are not overly restricted (too many restrictions at once such as publication date, word counts, material type can make research nearly impossible for students).

\_\_\_\_\_ I am reasonable about the use of print sources versus online sources (sometimes, the most recent information is no longer available in print. For example, many government publications are now only available electronically).

\_\_\_\_\_ I permit my students to make changes to their topics based on the reality of their research experience.

\_\_\_\_\_ I provide enough technical "how to" instructions for researching, using, creating and evaluating digital sources such as blogs, Wikipedia, or streaming videos.

\_\_\_\_\_ I have confirmed that published research does exist to support my research assignment (or have collaborated with the librarian for assistance in this area).

\_\_\_\_\_ I do not have my students all research the exact same topic to ensure that the library collections offer enough resources.

\_\_\_\_\_ I have provided deadlines that allow students sufficient time for initial exploration, full-blown research, creation of drafts, and final production.

\_\_\_\_\_ I have provided exemplary models for the research projects so students understand instructor expectations.

