PREP Journal

Instructions:

This journal is the record of the process and work that you have put into this research project over the course of the year. It is also a way for you and me to make sure that you are staying on task. Every week you will complete a journal entry that summarizes what you have accomplished this week as well as your plan for the upcoming week of research. There is no prescribed structure or format. If you did a lot of planning and mind maps that week you can use them as your entry with a small text summary explaining your work. If you did a lot a reading than create a summary of what you learned and read.

**-you will keep a three ring binder to store your journal entries.**

 Recommended format is half a page to a page typed summary of your work for the week

Things that should be in your journal.

1. Weekly Work
	* Planning Calendar
	* Weekly Log (includes and Oral Defense Question practice responses)
	* *Reading Record*
	* Annotated bibliography (see [*Annotated Bibliographies*](https://owl.english.purdue.edu/owl/owlprint/614/) on the Purdue OWL site for an explanation and sample entries)
	* Reading notes or link to notes app
2. Proposal
	* *Proposal Reflection and Revision Activity* (Focus, Scope, Value, Feasibility, Currency)
	* First draft of proposal
	* Approved final draft of proposal
	* Poster project outline
3. Literature Review
4. Records of *all* communication
	* Permission requests and responses
	* IRB requests and responses; consent forms
	* *All* other correspondence (e.g., letters, emails, phone call notes)
5. Research Records
	* Observation notes
	* Measurement data
	* Survey results
	* Interview notes
	* Photos
	* Other records
6. Conferencing and Feedback
	* Feedback and guidance from your instructor
	* Notes from conversations with your expert adviser(s)
7. Assessment Task Drafts
	* Bibliography
	* Introduction and research question
	* Method/process/approach section
	* Results/product/findings section
	* Discussion/analysis/evaluation section
	* Future direction sections
	* POD outline and slides