



## Assignment Organizer (Grades 7-12)

Fill out Big6 #1-5 **before** you begin to work on your assignment.

Fill out Big6 #6 **before** you turn in your assignment.

***You will need to print this form before exiting the page.***

Name:

Today's  
date:

Teacher:

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### **Big6 #1 Task Definition**

Determine a purpose and need for information—What am I supposed to do?

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#### **What information do I need in order to do this? (Consider listing in question form.)**

You will most likely find interesting additional information as you use the resources. List below information that you feel you need to know at this time.

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.
- 

### **Big6 #2 Information Seeking Strategies**

Examine alternative approaches to acquiring information. List the best sources to find this information. Don't forget traditional print and human sources as appropriate.

- 1.

- 2.
- 3.
- 4.
- 5.
- 6.

**If using web sites, who will evaluate them for relevancy, accuracy, and authority?**

I will use only those evaluated by and provided by my teachers or librarian, including the databases to which the school subscribes

I will find free web sites and use **a web site evaluation guide** for each that I use in my project

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**Big6 #3 Location & Access**

Locate sources and access the information within them—Where will I locate these sources?

school library

personal library

provided by my teachers

Internet

other:

**If using a search engine list likely key words.**

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**Big6 #4 Use of Information**

Use a source to gain information—How will I record the information that I find?

take notes using cards

take notes on notebook paper

take notes using a word processor

take notes using a data chart or other graphic organizer

take notes using a database

other:

**How will I give credit to my sources?**

use [Easybib](#) for citing other resources

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**Big6 #5 Synthesis**

Integrate information from a variety of sources—How will I show my results?

written paper

oral presentation

multimedia

presentation

performance

other:

**How will I give credit to my sources in my final product or performance?**

include a written bibliography

after the performance or presentation, announce which sources I used

other:

**Materials I will need for my presentation or performance (list, separating by commas)**

**How much time do I estimate it will take to find the information and create the product?**

**Timeline for assignment**

Ideas for project (task definition) completed by:

Generating Questions - Phase one due:

Planning Investigations - Phase two due:

Information searching (note taking) - Phase three due:

Preparing the presentation - Phase four due:

Present Project due:

**Include here any additional information needed to successfully complete the assignment:**

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**Big6 #6 Evaluation**

Before turning in my assignment, I need to check off all of these items (on the printed Organizer):

What I created to finish the assignment is appropriate for what I was supposed to do in Big6 #1.

The information I found in Big6 #4 matches the information needed in Big6 #1.

Credit is given to my sources, written in [standard citation format](#).

I am in compliance of [copyright laws](#) and fair use guidelines.

My work is neat.

My work is complete and includes heading information (name, date, etc.).

I would be proud for anyone to view this work.

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