

**ESL 100 Final Research Portfolio
Submission Checklist**

Name: _____

Research topic/title: _____

Please complete this form, and put it in the first pocket of your project portfolio.

I have completed:

_____ my research project plans (2) and mid-term reflection	10%
_____ my annotated bibliography (with at least 3 sources)	10%
_____ my fieldwork report, including some visuals (minimum 10 pages)	50%
_____ my class presentation (10-minute presentation)	10%
_____ my fieldwork reflection essay (minimum 2 pages)	10%
_____ my fieldwork portfolio (all parts listed below)	10%

In my fieldwork portfolio, the following are included **in this order** and each in **its own pocket**:

- _____ this submission checklist
- _____ my final fieldwork report (10 pages minimum, plus references)
- _____ my presentation slides printed out (6 slides to a page is fine)
- _____ my reflection essay (2 page minimum)
- _____ my first research plan (the handout with initial research questions)
- _____ my first research proposal
- _____ my second (updated) research plan
- _____ my mid-term reflection
- _____ my data sheets: for **each** observation made, participant interviews, or survey given, include in one pocket (with a minimum of **5** data collections)
 - my research sheet
 - my notes (e.g. observation notes, interview notes, etc.)
 - my data (e.g. completed surveys, documents accompanying observations)
- _____ my drafts: any drafts turned in for any part of the essay
- _____ my notes: any notes made about the project

My fieldwork report contains the following sections: (note that most sections can be subdivided)

_____ abstract: a one paragraph summary of my findings

_____ introduction: an illustrative story or piece of data, plus my research questions/findings in prose form. I make at least two main claims based on my data.

_____ researcher identity: a brief introduction to who I am and why this research is important to me. This should be no more than 2 paragraphs long.

_____ background and theory: a background which covers any past research or theory that relates to my current work

_____ methods: a description of my methods, including the location, what I did, and how I analyzed the data

_____ results and analysis: a detailed discussion and analysis of the data, backing up the claims that I am making

_____ conclusion: a succinct restatement of my major claims, along with future directions for research in this area

_____ references in APA format (note that this is not part of the 10-page minimum)