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)