

## Bi-Weekly Objectives and Journal:

### FORMAT:

- Typed
- Combined, the Objectives and Journal should be one FULL page
- Double spaced
- 12 point readable font
  
- Heading at the top, with your name and the due date for the obj./journal.
- Using the heading, “Objectives” and then list the goals for the next two weeks.
- Use the heading, “Journal” and include a written journal that reflects on the previous goals and addresses any personal information you want to share with Dr. Kiehl.

Your objectives and journals are due every other Monday as noted on your syllabus. If school is closed on a Monday, they are due on Tuesday.

### OBJECTIVES:

#### Sentence starters to help you get going:

#### “I will...

- Practice brainstorming projects...
- Use X strategy to solve X problem...
- Rank and arrange, in order of importance, the things I still need to do:
- Estimate how long X task will take to finish....
- Authenticate information about...
- Locate information on...
- Set target dates for completion of smaller steps leading to my final goal...
- Contact expert X at (phone number) in order to...
- Write a letter to X asking for information/expressing thanks for help...
- Get Dr. Kiehl to assist me to edit X text...
- Compile four more entries in my bibliography...
- Annotate X (number of) sources...
- Organize my notes...
- Interview X and take notes...
- Cull bibliographies for sources...
- Cull books and magazines for illustrations...
- Ask Dr. Kiehl to give me feedback on my survey document...
- Learn how to use PageMaker or other publishing software...
- Prepare a script for a phone cal...
- Prepare a list of questions for an interview...
- Prepare a script for a phone call...
- Revise document X...
- Get my mentor/advisor to sign document X...
- Read a chapter...
- Watch a DVD...
- Transcribe notes from an observation on a computer...
- Call X...
- Look up...
- Locate statistics on...
- Take notes on X...
- Collect feedback...

### WHAT IS THE PURPOSE OF THE JOURNAL?

The journal is an opportunity for us to communicate with one another in written format. I want to know the nature of your tasks and responsibilities for the week. As well, I want you to tell me about any self-discoveries that you may have had. Please feel free to be honest.

### **COMPONENTS OF THE JOURNAL**

The journal should contain two main elements:

- WHAT was done in previous week(s)? HOW does the student feel about what was done?
- Your highs and lows regarding the research process.

### **QUESTIONS TO GET YOU STARTED**

The following are only suggestions. Do NOT limit yourself.

- What are you finding out about your strengths and weaknesses?
- What questions do you hope to answer through your experiences?
- What accomplishments have you had?
- What are you learning about your topic?
- How is your topic changing/modifying?

**Store you returned objectives and journal in your portfolio.**