

Steps in a Project—Student Guidelines

1. **Review the performance standards and administrative guidelines.**
2. **Choose a topic or question of study** that meets the following criteria:
 - An idea that intrigues you and that you would like to explore
 - Sufficient interest in and knowledge about the subject to maintain long-term interest
 - Adequate opportunity to demonstrate impact on self and others
 - A foundation in one of the four core areas of the TEKS—English language arts, mathematics, social studies, and science
 - Narrow enough scope to allow for an in-depth, original study and utilization of some degree of primary sources and analysis
 - Not dependent upon summarizing secondary sources
 - Able to be addressed in the period of time available
3. **Write a proposal** and submit to your teacher who must approve the proposal. Writing the proposal is a major part of the entire project. It requires you to think through the various aspects of the project. The proposal should include the following:
 - a. The topic or question
 - b. A statement of the project’s relationship to the TEKS
 - c. An explanation of why the subject or question is of particular interest to you
 - d. A list of possible persons who might serve as mentors
 - e. A budget
4. **Secure a mentor and collaboratively decide on the focus of the project, a final product, and a format for the process record.**
5. **By midterm, submit the following information to your teacher:**
 - a. Format of the final product and process record
 - b. Ethical considerations
 - c. Mentor information (name, company, phone number, and email address)
 - d. A timeline consisting of the process of project development, including, but not limited to, the following suggested steps in the process:
 - 1) Carrying out all facets of the project
 - 2) Suggesting times for periodic project reviews
 - 3) Developing the final product
 - 4) Compiling and submitting the final documentation
 - e. Bibliography
6. **Develop a product.** The selection of the format of the final product is appropriate for the field of study and convey the knowledge and skills learned in the project. The final product is the focus of the scoring process.
7. **Write an abstract** that summarizes the project and includes the purpose or goals of the project, a description of the product, and a brief description of the project’s relation to the TEKS.

8. **Prepare a process record in final form.** Along with the final product, submit documentation of your research methods.
9. **Prepare a public presentation** consisting of a brief explanation of the product and methods of research and be prepared for a question-and-answer session with the audience.