

## CQ Project Journal Construction Steps

1. Put your full name, my name (Mr. Byrne), and your period number in ink on both the front inside cover of journal and the back inside cover
2. Page 1 is the Book Plate page for the Journal.
  - This is where you will put “This Journal Belongs To:.... You will then decoratively place your name and any other personalization you care to have.
3. Page 3 is the Cover Page for the entire project.
  - Leave this blank except for a penciled-in “Project Cover Page.” You will complete this later when you have been with your project for a while and have a feeling about it.
4. Page 5 is the Cover Page for the Preparation Materials section
  - Pencil in the label first, then you can label and personalize this section after you put in all your preparation materials.
5. Working Bibliography (cover page) begins on the first right hand page after the Preparation Materials section. Leave 6-8 pages for the Working Bibliography.
  - Pencil in the label first, then you can label and personalize this page at any time.
6. Data Collection section (cover page) begins on the first right hand page after the last reserved page of the Working Bibliography.
  - Pencil in the label first, then you can label and personalize this page at any time.
7. The Exploration Phase cover page begins on the first right hand page after the Data Collection section cover page.
  - Pencil in the label first, then you can label and personalize this when you have finished the Exploration Phase. You should show your experience with your exploration at that time in your personalization.
  - You are now ready to enter data.

## **Order of Items in Preparation Materials**

*With each of the items on the list, begin them on a right hand side page until you complete entry, then begin the next item on a right hand side page*

1. Notebook Organization Instructions (2 pages) **Exception!** Paste on first left side page and the companion right side page.
2. Your 100 Questions– right side page
3. Top 20 Questions– right side page
4. Top 10 Questions– right side page
  - With Themes
5. Essential Question Rubric– right side page
6. Personal Interest / Complexity Rubric– right side page
7. Top 5 Questions and Grid– right side page
8. Your Essential Question – on the first right hand side page after top 5 question grid.
9. Leave 2-3 Blank Pages
10. Begin Working Bibliography Cover Page on first right hand side page

### **Extra Note:**

Your CQ Project Overview Manual should go in a pocket in your journal. If journal does not have a pocket, make one on the inside front or back cover.