Reflective Journal Setup

*When counting pages, the front and back of a sheet is counted as one page.

**Students do the set up of the notebook according to the directions given. It is advantageous to model this process as you go. This took about an hour to complete.

1. Cut a composition notebook in half horizontally. Staples or Office Max will do this for a small fee. Each student gets ½.

2. Give each student 2 file folder label stickers. Have them put one above the other on the cover of their notebook. On the top sticker, the student writes his/her name. On the bottom one, the name of the president the student is researching is written. Students can decorate the cover if they choose.

3. Give each student a 4"x6" index card. Using duct tape or washi tape, students tape the side and bottom edges of the card to the inside cover of the notebook. Students write “sticky notes” on the card. The sticky note pad goes in this pocket. (If desired, an additional card could be taped to the inside back cover to store folded graphic organizers used throughout the unit.)

4. On the first page of the notebook, students write the essential questions and instructional notes about using the sticky notes. On the back of the first page notes about how to write the summaries are written.

On the first page of each of the following sections, students form a tab by placing a piece of masking tape on the right edge of the page and folding it over, sticky sides together. Write a label for the section on the tape. The “tabs” cascade down the edge of the notebook, index style, so all can be seen. See the picture above.

5. Pages 2-6 are for journal entries during the frontloading of the unit.

6. Pages 7-26 are for the vocabulary words.

7. Pages 27-41 are for summaries on information found about the president’s childhood (<18 yrs).

8. Pages 42-54 are for summaries on information found about the president’s adult life, prior to presidency.

9. Pages 55-69 are for summaries on information found about the president’s presidency.
10. Pages 70-74 are for drafts of the introduction of the research paper. (After the research was completed, and we began writing the paper, I had the students write 2 drafts of the introduction, with the second being different from the first. For the purpose of editing and revision, the following steps were used:

- Students trade notebooks with a partner
- Partner edits both drafts
- Partner gives positive feedback and suggests possible revisions
- Partner gives opinion on which draft is the best
- Students write a revised draft
- Revised draft is reviewed by the teacher

11. Pages 75-79 are for drafts of the conclusion. Follow the same procedure as #10.

12. Pages 80-84 are for the references used. See the works cited worksheet in Appendix A for the format used. Students were required to use 2 book sources, 1 internet source, and 1 video source for their paper.

13. The remainder of the pages are extra and can be used for additional pages for vocabulary, summaries, etc. if needed.