Budgeting Your Time Worksheet

This worksheet will help you plan the time you need to get through all the steps outlined in the Science Fair Wizard (http://ecuip.lib.uchicago.edu/sciencefair/wizard).

Get a calendar! Science Fair projects are due in early December; so consider how long it will take to complete each step of your project and give yourself deadlines to follow.

1. Today’s date is: _______________ The date of the science fair is: _______________
   I have ________ weeks to complete my science fair project.

   - Start Early: You need up to three months
   - Submit your permissions paperwork
   - Finish planning and experimenting by end of first Quarter
   - Presentation & Paper due in early December

During the Summer
School Fair participants

Planning

1. Pick a topic
2. Determine a problem
3. Investigate your problem
4. Formulate a hypothesis

Completion date:
Sept. 3, 2021

The amount of time you have to plan your science fair project may be longer or shorter, depending on your teacher or when your school year begins. To help budget your time, imagine that the Planning phase will take 4 weeks.

- You may already have a topic in mind and are ready to come up with your research question, or you may have a good question already and are ready to move ahead. Steps Determine a problem and Investigate your problem require research, and research takes time.

Experimenting

5. Design an experiment
6. Test your hypothesis
7. Compile your data

Completion date:
Nov. 4, 2021

When you design your experiment, especially when you write up your procedure, pay attention to how much time you will need to carry it out. Your actual experiment may be carried out over a period of days or weeks.

Make sure you give yourself enough time after carrying out the experiment to analyze your data and think about ways to compile it. You can revisit your schedule for the Planning Phase and adjust it if you realize you will need more time than you expected for the Experimenting Phase.

Presenting

8. Write your research paper
9. Construct your exhibit
10. Prepare your presentation
11. Pre-science fair checklist
12. Submit your paperwork

Completion date:
Nov. 29, 2021

You should plan to write your paper first. The worksheets you use along the way will supply much of the information you need to put your paper together. Everything that you include on your exhibit board will be taken from your paper, but the presentation of the results will be highly visual. Make sure you allow yourself enough time to obtain the materials to put your board together. If possible, try out your presentation on friends and family who are not familiar with your experiment.

Tips for Success

The Science Fair is a big project that can be a big pain or big fun, depending on how you make use of your time. Too often a lot of work gets done just before your project is due, making the Science Fair a big pain. But if you plan your effort to be carried out a little at a time over several weeks, you can enjoy your project and learn a lot, and this will show when it comes time to present at the Science Fair!

Get the Science Fair Handbook to fill out necessary forms and stay on top of deadlines. The school science fairs are held in early December. You have approximately 4 weeks after the end of the first quarter to get ready to present your project at the school science fair (depending on your teacher or when your school year begins).

> Science Fair Documents

Check in! If you spend more time than you budgeted for on one step, revisit your schedule so that you stay within your timeframe for getting through each phase.

This worksheet goes with the Science Fair Wizard:
http://ecuip.lib.uchicago.edu/sciencefair/wizard

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Selecting a Topic Worksheet

Brainstorm

List 5 subjects about which you would like to know more. For example, squirrels, stars, or pollution.

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________

Research

Select two of your subjects and do some preliminary investigation. Read encyclopedia entries, news articles, or web sites about your subject. List 2–3 areas of your subject about which you would like to know more. For example, the eating habits of squirrels, the emitted light of stars, or the impact of pollution on breathing. Note the web sites or books where you found this information; you may be able to use them in your later research.

Topic 1: ____________________________ Topic 2: ____________________________

   Sub-Topic 1: ____________________________ Sub-Topic 1: ____________________________
   Sub-Topic 2: ____________________________ Sub-Topic 2: ____________________________
   Sub-Topic 3: ____________________________ Sub-Topic 3: ____________________________

Select. List your preferred topic. It is not necessary to determine your area of interest (sub-topic) at this time.

Your Topic: ____________________________
Planning Phase > Step 1B: Categorize your topic

Category & Endorsements Worksheet

Categorizing your topic

Topic: __________________________

Read the category descriptions in the Science Fair Handbook on pages 1–3 or at this web page:
http://www.chicagostudentssciencefair.org/Main/categories.html.

Think about which category fits your topic best. If you need help, ask your teacher.

Category: __________________________

Endorsements

If your topic requires the use of living organisms or certain substances, you may be required
to complete certain forms. If the category for your topic has an asterisk, ***, this is a sign
that you may need an endorsement. The endorsements may be found on the CPS Science
If you have any questions, ask your teacher.

Endorsements required:

1. __________________________

Due Date: __________________________

2. __________________________

Due Date: __________________________

This worksheet goes with Step 1B of the Science Fair Wizard:
http://ecuirp.lib.uchicago.edu/sciencefair/html/wizard/01_planning_01b_Categorize-your-topic.html

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Planning Phase > Step 1C: Investigate your topic

Research Planning Worksheet

Your Topic: __________________________

**Brainstorm.** Think about what you need to know about your topic to design and implement a science fair project. List what you need to know. This may change and expand as you do your research. This list will help you begin.

1. __________________________
2. __________________________
3. __________________________
4. __________________________
5. __________________________

**Resources.** Think about where you may find this information. Consider the resources you used to determine your topic. Consider web sites, books, magazines, and journals. List five resources to use to begin your research.

1. __________________________
2. __________________________
3. __________________________
4. __________________________
5. __________________________

**Keywords.** Think about the keywords or key terms that you will use when searching the web, databases, or library catalogs for information about your topic and the specific information that you need. List as many keyword as you can think of to begin your search. You may think of more keywords as your research progresses.

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

This worksheet goes with Step 1C of the Science Fair Wizard:
http://ecuip.lib.uchicago.edu/sciencefair/html/wizard/01_planning_01c_Investigate-your-topic.html

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Research Note Taking Worksheet

Part A: Internet research collection

Use this worksheet to collect information from web sites. Use one worksheet for each resource.

Resource. The following information will remind you where you to locate this information again if you need it. You will also need this information to cite this resource for your final project.

Author (First and Last name): ____________________________

Title: ____________________________

Web site: ____________________________

Publication date (if available): ____________________________

Date accessed): ____________________________

URL (Web address): ____________________________

Notes. Take notes of the information from this resource that you will need for your project in the space below. Remember not to write the information word for word from the resource; try to extract only the information that you need for your project. Write in phrases (not complete sentences). List facts and figures, references to other sources of information, and your own thoughts about the information presented. If you do quote information from the resource word for word, be sure to put quotation marks around the information.

________________________________________________________________________

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This worksheet goes with Step 1C of the Science Fair Wizard:
http://ecuip.lib.uchicago.edu/sciencefair/html/wizard/01_planning_01c_Investigate-your-topic.html

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Research Note Taking Worksheet

Part B: Print research collection

Use this worksheet to collect information from web sites. Use one worksheet for each resource.

Resource. The following information will remind you where you to locate this information again if you need it. You will also need this information to cite this resource for your final project.

Author (First and Last name): 

Title: 

Article title: 

Web site: 

Publication year: 

Publishing city and state: 

Publisher: 

Volume (if a journal or magazine): 

Page numbers: 

Notes. Take notes of the information from this resource that you will need for your project in the space below and on the back. Remember not to write the information word for word from the resource; try to extract only the information that you need for your project. Write in phrases (not complete sentences). List facts and figures, references to other sources of information, and your own thoughts about the information presented. If you do quote information from the resource word for word, be sure to put quotation marks around the information.

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RESEARCH YOUR TOPIC

You should find out as much as you can about your topic. You must use at least 3 sources that could include teachers, professionals, librarians, books, encyclopedias, magazines, newspapers, videos, etc. Take notes by writing down the most important facts. You need 3 copies of this page or you can make your own research pages. These pages should be included in your log book.

Source of Information: Be sure to record the title of the article or book, the author, the page numbers and the year it was published. If you interviewed someone be sure to record their name, title and the date and time. This will be the information you will need to put in your bibliography as part of your abstract.

Important Facts:

________________________________________________________________________________________

________________________________________________________________________________________

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Narrowing Your Topic Worksheet

Use this worksheet to brainstorm aspects of your topic that interest you.

**Brainstorm.** List 5 questions about which you would like to know more. Think about the research you have begun into your topic. What intrigues or fascinates you about your topic?

1. 
2. 
3. 
4. 
5. 

**Topic statements.** Select two of your questions. For each of the questions write a statement that states your topic, the specific sub-topic, and what you would like to know or determine about that sub-topic.

1. 
2. 

**Decide.** Which of these two statements would you like to pursue for your science fair project?
Determine a Problem Worksheet

Use this worksheet to develop a research/guiding question. The question must be both measurable and testable. Think about your specific sub-topic and your topic statement from worksheet 5. Brainstorm 3 problems that you can research, test, and measure. Takes notes from your previous research or do more research. Brainstorm how you will test and measure each problem.

Problem 1: ____________________________
Testable? Yes or No
How? ____________________________
Notes:
Measurable? Yes or No
How? ____________________________

Problem 2: ____________________________
Testable? Yes or No
How? ____________________________
Notes:
Measurable? Yes or No
How? ____________________________

Problem 3: ____________________________
Testable? Yes or No
How? ____________________________
Notes:
Measurable? Yes or No
How? ____________________________
Research Your Process Worksheet

Your Topic: __________________________________________________________

Research the following questions. Be sure to document where you found the answers.

1. Has anyone done this experiment before? Who? When? What worked or did not work?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. What materials will you need? Where will you find them?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. Where will you do the experiment? How long will it take?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

4. What tools will you use to measure or test your problem?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

5. What type of data will you need to collect and how will you collect it?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

This worksheet goes with Step 3C of the Science Fair Wizard:
http://ecuip.lib.uchicago.edu/sciencefair/html/wizard/01_planning_03c_Research-your-process.html

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