

critical links: A professional inquiry process

4R.1

Information Collection Worksheet

Develop a brief description for each intended collection of information using the form below. Use one sheet for each collection. You may not use all the questions. They are simply here to help you think through each collection of information.

Who?	From whom will you collect information? What information do these particular individuals or groups of people have that will help you answer your question? (Remember that students should be one of the groups of people from whom you collect information.)
What?	What information is important to gather? What is it, exactly, that you want to find out by gathering information from the individuals or groups of people you named above?
When?	Is there a specific time you need to gather this information? For example, before a project to increase expressive language in retelling a story and then again after the project?
Where?	Is there a specific place that you will need to arrange to gather information? For example, if students must work on a project do you need to gather them in a specific place to videotape their storytelling? Do you need tables and chairs rather than desks so students can work together in groups easily?
Why?	Why this particular information? Why is this information important to answering your question?
How?	How will you gather the information? By observing your students? By surveying your students' parents? By interviewing a random sample of other teachers in your discipline area or grade level?