After using the fall course to set up action research projects, teachers carry out their projects in the spring semester, and then write reports of their findings. These documents guide that process. It is most helpful if a member of the fall instructional team is in charge of monitoring the spring process of data collection and writing.

1. Final Paper Instructions (MAT/MA)
2. Analytic Memo Instructions
3. Authors Notes Guidelines
4. Teaching Focus
5. Teacher Journal
6. Analyze Data Guidelines
7. Analyze Numerical Data

Materials for spring:
- 2-pocket folder with the above handouts
- 6x9 steno notebook to use as a researcher journal, to keep track of data collection dates, things that interrupted data collection, etc.
- ½ inch 3 ring binder with 50 sheets loose leaf paper (or pad of paper) for teacher journal