Notetaking sheets for gathering information and recording thoughts

before and during a SPACE activity

If you are enrolled in the SPACE Arts and Sciences certificate, you are likely participating in one or more SPACE activities (event, outing, conference, talk, etc.).

For these activities, SPACE may suggest ways for you to prepare for the activity beforehand and/or reflect on it afterward, so that you can get the most out of the activity and also use it as a stepping stone for further exploration.

This handout is designed to help you before and during the activity. It includes:

- a notetaking sheet to record any information you gather before the

activity

- a notetaking sheet to help you record your thoughts during the activity

You can either print up this document or else to fill it in on your computer.

Both the information you gather beforehand and the thoughts you record during the activity can then help you write a reflection on the activity for the SPACE website.

Feel free to either print up these sheets or else to fill them in on your computer.

Gathering information before the activity

What project or activity are you preparing for? Attending a talk or conference? Going to an exhibit? Something else? What will be the main topic of the activity?

If guidelines have been provided by SPACE to help you prepare for the activity, consult those guidelines now. What is the goal of your information gathering? To discover more about your topic? To learn what others have said about that topic? To discover how others have worked on that topic? To find inspiration? What might be a good approach for accomplishing your goal? (e.g. research abstracts from previous conferences, read articles, look up the work of experts or masters in your field of study, etc.?)

Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approach(es) you will take to accomplish goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gathering information

|  |  |
| --- | --- |
| Summary  Key topics, concepts, details, etc. | Material  References, info and ideas related to your activity. Your own questions / comments. |
| Takeaways  Underlying themes, big ideas, other takeaways from information gathering | |
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Recording your thoughts during the activity

Who or what group is presenting the activity? Where and when will it take place? How does it connect with the sciences (broadly defined), technology and society?

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| --- | --- |
| Summary  Key people/concepts/  works/other details | Notes  Your notes/observations/reflections during activity |
| Takeaways  How did the activity affect your thinking or perspective? Did you connect anything from the activity to your personal life or our larger society and world? | |

|  |  |
| --- | --- |
| Summary  Key people/concepts/  works/other details | Notes  Your notes/observations/reflections during activity |
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