



## Research organization - mid-semester self-assessment

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Organization of your computer files (be as specific as possible in listing the directory/folder structure you're using).

Organization of your paper files (be as specific as possible in listing the sections you're dividing your material into & how you're using any other notebook etc.).

**Research and Study Competencies – Use right-hand margin to indicate competency or your plan, if you have one, to achieve that competency – Be Honest.**

(see [www.cct.umb.edu/competencies.html](http://www.cct.umb.edu/competencies.html) for more details)

### Computer use

- Open a UMB email account (to keep school work separate from personal and junk emails)
- Establish a filing system for email and attachments downloaded to your own computer
- Establish a system on your computer of folders/directories and folders/directories inside folders/directories, so that all files are inside folders/directories and can be easily backed up or synchronized
- Establish a system using zip disks to synchronize files from one computer to the next (doubling as a backup so you are not crushed when your hard drive crashes)
- Use of listservs
- Become familiar with the facilities and professional development opportunities provided by Computer Services
- Set preferences on your internet browser
- Download Acrobat Reader to read PDF files
- Combine the above into a sustainable set of computer-use practices

### Library use

- Get your student ID card and then a library bar code
- Access to electronic course reserves via Electronic reserves
- Access to on-line reference material and internet searching

### Bibliographies

- Establish a database for references

### Reflective Practice

- Notebooks/journaling
- Hidden diversity

- The Rs of the CCT experience (personal, professional, and intellectual development through the CCT Program)