**Checklist**

(Make sure everything on this list is completed before you submit your paper)

Prewriting:

* Brainstorming
* Topic
* Thesis
* Outline (Due March 16th)

Research:

* Five sources
* At least one book source
* At least two internet sources
* Two additional sources (your choice)
* Research notes (note cards, notebook, etc.)

Paper (Due by March 23rd):

* Paper is in MLA Format
* Header with Last name and Page #
* At least nine parenthetical citations
* Works cited page with all info and in alphabetical order (Due by March 23rd )
* Introduction
* Body Paragraphs
* Conclusion
* At least 2-4 pages
* Proofread for errors and clarity

Submission:

* Bring in a printed copy (preferred)
* Make sure the paper has been typed on a document that is viewable by Mrs. Watson in Google Classroom

**Suggested Schedule**

(You do not have to follow this schedule exactly, but it will help you to make sure that you will finish all parts of your paper on time.)

**Tuesday, March 17th:**

* Review Outline
* Research and gather evidence

**Wednesday, March 18th:**

* Write Introduction
* Begin Body Paragraphs

**Thursday, March 19th:**

* Finish Body Paragraphs

**Friday, March 20th:**

* Write Conclusion

**Monday, March 23rd:**

* Revise
* Check for Errors
* Check for Clarity
* Check Formatting
* Submit

**\*\*\* If you are absent on a day that we are working in the computer lab, you are still responsible for turning in your completed paper on the due date. No extra time will be given except under extreme circumstances.**

**\*\*\* Papers must be submitted on time. If you are absent on Wednesday, March 23rd, you will still be expected to have your paper turned in. It may be printed and handed in before this date or you may submit it electronically no later than 11:59 PM on March 23rd. Papers will be accepted early if completed.**