

Research Paper Process Sheet

Directions: As you complete each item on the list, check in with Mr. Hepworth and get his initials to make sure you are doing it correctly. Each item on the list is worth 5 points. For each day late, one point is deducted. This process sheet must be turned in with your final draft in order to get the points.

Due Date:	Points:	Initials:	Description:
4/8	✓		1. Pick topic and write it here:
4/9	✓		2. From your topic select a controversy: Whether or not...
4/17	✓		3. Select your position and write your position statement here:
			4. Gather research. You need at least: 2 Print Sources 4 Web Database Sources + 2 more 8 Source cards
end of class 4/17	5		5. Come up with subtopics that support your thesis and write them here. You'll want between 4 and 6 subtopics a. b. c. d. e. f.
end of class 4/18	10		6. Make 10 notecards
4/22	10		7. Make a total of 20 notecards
4/25	10		9. Make a total of 50 notecards
4/29	15		10. Type outline
5/2	100		11. First 3 pages including works cited page. This counts as an essay score. You will get feedback that you can apply to the 8-10 page research paper. * See rubric
5/9	20		12. First rough draft: six pages of typed material. *This step is the cut off step. If this step is not completed on time, the final paper will not be accepted.*

Due Date:	Points:	Initials:	Description:
5/15	10		14. Completed rough draft. Use proofreading guide to fix grammar and eliminate needless words. Rough draft must be thoroughly marked in order to receive this score.
5/17	10		15. Essay proofread by adult. Marks on the essay showing it has been read and an adult signature are required to receive this score.
5/20	100		16. Essay and envelope due. <u>No late papers accepted.</u> * see rubric