

Student Steps and Due Dates: A Model

Use this handout to clearly outline key project steps – with due dates – so that your students know what's due and what's coming up, and so that they can keep track of what they are missing.

"Perspectives" Publication Project
 Ms. Quigley: 10th Grade English
 Institute for Media and Writing
 Student Press Initiative

Project Step	Explanation	To be Complete by	<input checked="" type="checkbox"/>
Parent Consent Form	Parents/guardians must sign 2 consent forms: One so that you can be published and one so your picture can be used.	Monday, November 20 th	<input type="checkbox"/>
Choosing Central Question	After being grouped by interest, you decide on the central question on which you will focus your interviews.	Friday, December 15 th	<input type="checkbox"/>
Identifying Interviewee	Decide who you will each interview so your team's central question is answered using a variety of perspectives. Schedule interviews.	Thursday, January 2 nd	<input type="checkbox"/>
Interview Questions	Generate BACKGROUND and ANGLE interview questions for the people you will interview. Questions are engaging and focused.	Monday, January 8 th	<input type="checkbox"/>
Interviews	Interview your subjects using your questions. Take notes on the note-taking sheet and focus on a subject's experience/story with the central question.	Wednesday, January 17 th	<input type="checkbox"/>
Interviewee Consent Form	Have the interviewee consent form signed (and parent/guardian if interviewees are under 18 years old).	Wednesday, January 17 th	<input type="checkbox"/>
1 st Draft	After reviewing models of chapter pieces, choose a format and writes a 1st draft (can be handwritten or typed).	Wednesday, February 7 th	<input type="checkbox"/>
2 nd Draft	After peers and more experienced writers give general feedback on the first draft, revise your piece to complete a 2 nd draft (can be handwritten or typed).	Thursday, February 15 th	<input type="checkbox"/>
Optional Cover & Chapter Art: rough sketches	If you'd like to submit artwork for use in the different chapters or on the front cover, you must show the rough sketches to Ms. Quigley for approval.	Thursday, February 15 th	<input type="checkbox"/>
3 rd Draft	After more detailed feedback from peers and experienced writers, revise and edit pieces to complete the 3rd draft (we suggest that you type this piece).	Thursday, March 1 st	<input type="checkbox"/>
Team Questions	Teams generate discussion questions to include at the end of your chapter.	Monday March 5 th	<input type="checkbox"/>
Team Resources List	Teams research and list resources (books, magazines, movies, web sites, foundations, etc.) that will be included at the end of your chapter.	Wednesday, March 7 th	<input type="checkbox"/>
Team Introduction	Teams work together to write an introduction to your chapter.	Monday, March 12 th	<input type="checkbox"/>
Optional Cover & Chapter Art: Final Pieces	You can hand in final, black & white, publishable pieces of artwork for use in the different chapters or on the front cover no later than this date.	Tuesday, March 13 th	<input type="checkbox"/>
Final Typed Piece	Final pieces with FINAL revisions and edits (this is the version that will be published).	Thursday, March 15 th	<input type="checkbox"/>
			<input type="checkbox"/>