**We the People: Step-by-Step**  **Your signature says that you understand what is expected of you and your child.**

**Step 1 (Home):** *Inform your parents of your topic, and read through the We the People unit you are assigned. Together set a plan to collect your three sources of at least two different media.* (ex. Two books, one internet article, or 1 book , 1 interview, 1 video, or 2 internet articles, 1 book). A plan of action may include a day and time for your parents to take you to the library and help you search for sources, or identifying a person to interview (not everyone will do an interview), or a time to search the internet together.

Due Date: **Wednesday, January 27th**  Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_/5 points

**Step 2 (Home):** *Collect your three* ***appropriate*** *sources of at least two different media.* You may collect more than three sources, but do not overwhelm yourself. Remember you need to have a connection in your paper, so make sure your sources provide you with a connection. Connections can be a **quote**, an **act of legislation**, referencing the **Constitution**, Declaration of Independence, Bill of Rights, **Supreme Court cases** or a **current event**. Bring all resources to class, so we can use them to take notes.

* Appropriate means it has information that actually helps you answer your question.
* Appropriate means that the source talks only about information suitable for fifth grade.
* Appropriate means that you can comprehend (understand) what is being said.
* Appropriate means it is **NOT** from wiki answers, Wikipedia, or a website created without a viable author.
* Appropriate means that if you are doing an interview, the interviewee must be a viable person to interview. If you are researching WWII, a WWII veteran would be appropriate. Professors who are experts in your topic are appropriate. Parents and friends are usually not viable sources. (1 pt per source, 2 pts signature)

Due Date: **Wednesday, February 10th** Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_/5 points

**Step 3 (School and Home):** *Works Cited.* Show your completed Works Cited to your parents. (2 pts signature, 1 pt per source)

Due Date: **Tuesday, February 16th**  Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_/5 points

**Step 4 (School and Home):** *Take notes.* Teachers, parents, older siblings, etc. may help you take notes, but may not do it all for you. If you have copies of books or articles that are yours, you may highlight or underline information that helps answer your question. Remember only take notes on information that helps you answer your question. Put your notes into your own words; do not write information from your source(s) down word for word. Show your finished notes to your parents. (2 pts signature, 3pts notes)

Due Date: **Thursday, February 18th** Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_/5 points

**Step 5A (School and Home):** *Finish outline 1*. Prewrite/outline 1 with minimal details is due today. Miss Feely will make sure you are on the right track to create a detailed outline. Show your prewriting to your parents.  (2 pts signature, 3 pts for outline)

Due Date: **Friday, February 19th** Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_/5 points

**Step 5B (School and Home):** *Finish outline 2*. Notes are part of your prewriting. Now take your notes and create an outline (roadmap) for your research paper. What is the chronological order of events? What is the main idea of each paragraph and the supporting details? Where will you fit in your connection? Show your prewriting to your parents. (2 pts signature, 3 pts for outline)

Due Date: **Monday, February 22nd**  Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_/5 points

**Step 6 (School and Home):** *Drafting*. Take all of your ideas from prewriting and start forming them into paragraphs. Do not worry about spelling or punctuation. If you are having a hard time writing your draft, chances are you did not get enough information from your sources. You may have to go get more sources and go through the note taking process again if this is the case. Your draft should be about five well-developed paragraphs. Papers should be no longer than two pages. Show your parents your draft. (2 pts signature, 3 pts for draft)

 Due Date: **Monday, March 1st**  Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_/5 points

**Step 7 (School and Home):** *Editing and Revising*. Check all of your spelling and punctuation. Use your Editing Guide in your homework folder. *.* Read through your draft and see if it flows. Is it in chronological order? Is there a main idea to each paragraph? Don’t start each sentence the same way. Do you have a variety of simple, compound, and complex sentences? Do you use good vocabulary? Does your connection flow with your paper? Rearrange anything that is needed and add missing information at this point. Use Revising Guide. Show your revisions and editing to your parents. (2 pts signature, 3 pts for editing)

Due Date: **Thursday, March 4th**  Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_/5 points

**Step 8 (School and Home):** *Final Draft.* In your best handwriting and using pen or pencil, create your final draft. Do not include pictures. This will be the paper you will be graded on. Make sure it is fabulous! Show it to your parents. (2 pts signature, 3 pts for final)

Due Date: **Monday, March 8th**  Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_/5 points

**Step 9 (School):** *Read and time papers in your group*. Record your time. Decide how much time you need to shave off according to the time you have been allowed for your group. Listen for any repeated information. As a group, decide whose paper the information needs to be removed from to make the allotted time. Make sure not to cut out anyone’s connection. Try to keep each essay around the same length. It is okay if some essays are a little shorter or longer than others. Remember, you are being graded individually on the final draft you already turned in, so do not panic if you have to pare down your essay.

 No signature for this step

**Step 10 (School and Home):** *Note cards*. Put your speech onto note cards. One paragraph for each card. Front only. Show your note cards to your parents. (2 pts signature, 3 pts for notecards)

Due Date: **Friday, March 12th** Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_/5 points

**Step 11 (School and Home):** *Presentation Skills*. Read through your group’s presentation. Make sure you are speaking loudly and clearly. Use appropriate inflection. Make eye contact around the room. Make sure your feet are still and your hands are above your desk folded. Sit up straight. Practice your speech at home! Practice for Mom and Dad. Practice in front of the mirror. Practice in front of your stuffed animals. Practice in front of your pets. Make your speech fabulous!

**Step 14 (Home and School):** *Questions and Answers.* Practice answering questions as a group. Make sure everyone has a chance to answer a question. Your group will lose points in their final presentation if everyone does not answer. Practice tactfully disagreeing if someone answers a question incorrectly. Practice adding on or “piggy backing” on someone else’s answer. Discuss as a group who should be the expert for each question. At home quiz yourself and make sure you know all about your unit. You never know what the judges will ask you on presentation day.

 No signature for these two steps

**Step 15 (Home):** *Prepare your presentation outfit.* Pick out and layout your nicest outfit. Boys, if you have a tie, pick out a tie. If you have dress shoes, shine them up. Girls find a nice dress, skirt and shirt, or slacks to wear. Try to avoid jeans and tennis shoes. If you must wear jeans or tennis shoes because you do not have any dress clothes, make sure they are your nicest, cleanest pair. You are not required to purchase any new clothes for this, just look your best! Show your parents your presentation outfit.

Due Date:: **Wednesday, March 17th**  Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_/5 points

**Step 16 (School):** *Congressional Hearing*. Come to school on your presentation day in your presentation outfit. Relax & do your best! See invitation for specific times for each Unit.

Date: **Friday, March 19th** Time:\_\_\_\_\_8:30am – 10:00am\_\_\_\_\_\_\_\_\_\_\_