Teacher Checklist

\_\_\_\_\_\_\_ Topic Selected

\_\_\_\_\_\_\_ Writing Prompt Written

\_\_\_\_\_\_\_ Date on the Calendar due to Department Chair.

\_\_\_\_\_\_\_ Graphic Organizer and Rough Draft Writing Accomplished in Class

\_\_\_\_\_\_\_ Student edits accomplished.

\_\_\_\_\_\_\_ Graphic Organizer and rough draft collected.

\_\_\_\_\_\_\_ Rough draft marked and suggestions made.

\_\_\_\_\_\_\_ Final copy written.

\_\_\_\_\_\_\_ Final copy graded.

\_\_\_\_\_\_\_ Graphic Organizer, Rough draft and final copies turned in to Mrs. Brown and Mrs. Simons for each class.

**The Process: (answers to our frequently asked questions)**

**PRIOR TO CLASS**

* Decide on a topic
	+ Choose one that has the potential for counterpoints.
	+ Choose one that seamlessly integrates your curriculum standards.
	+ Choose one that is relevant to your students and you.
* Create your writing prompt.
	+ Make it clear and concise.
	+ Make it relevant.
	+ Get it approved by the committee before using.
* Plan your day to write the rough draft and let your department chair know.
	+ Keep in mind you will need to read, mark and return the drafts within six to ten class periods.

**DAY ONE in class**

* Project your writing prompt on your board
	+ Students needing a printed copy due to IEPs, etc. may have a printed copy at your discretion.
* Model the graphic organizer on the board or show the graphic organizer video.
* Have all students complete a graphic organizer. This is a required part of the process.
	+ Students should complete a graphic organizer on blank paper.
	+ Students needing a printed copy due to IEPs,etc. may have a printed copy at your discretion.
* Have students write. Aim for 40 minutes or less. Use of timer recommended.
	+ **Students should write on lined paper, double spaced. No one should type their papers.**
* Give students editing checklist bookmark and have students self-edit their papers.
* **Collect** student edited rough drafts ***and*** graphic organizers.
* Mark student rough drafts using the editing symbols.
	+ This is not a number grade, but a process to help students’ writing.
	+ You are not alone--ask for help in assessing the rough drafts!
	+ Complete in a timely manner (within six to ten class periods) .

**DAY TWO**

* Students write final drafts based on teacher comments and suggested revisions. (approximately 20-25 minutes or less, use of a timer is suggested). Final copy should be single spaced.
* Grade final copy. Count as a QUIZ grade. COLLECT final copy.
* ***Keep graphic organizer, rough draft and final copy for each class and turn in class sets to Mrs. Brown and Mrs. Simons as soon as completed.***