

National History Day is a process. Teachers are guiding students through the process. These are suggested steps to plan out the time you will use for National History Day.

STEP 1: Work backwards. Start with the date of your regional contest deadlines and count back to determine how many weeks you have.

For example, if my students must have their projects complete by Feb. 12, because that is the date that websites and papers must be turned in for their regional contest, then I can count backward to determine when we need to start to have enough time to complete each step.

STEP 2: Divide your time into manageable pieces. Because National History Day is a process, it can be done across 6 weeks, or 15 weeks, depending on the time you want to spend in class. Below is a chart that breaks the process up into steps and tells you how many weeks you should plan for that step depending on how much total time you have available.

6 Weeks: This time frame works best if you will be using all your class time and want to spend a concentrated period of time on NHD.

10 Weeks: This time frame works best if you want to spend some time in class each week on NHD but not all of your class period time.

15 Weeks: This is a good time if you want to have some class time, and some time at home.

	<b>6 Weeks</b>	<b>10 Weeks</b>	<b>15 Weeks</b>
<b>Intro to NHD Process and Annual Theme</b>	1 Week	1 Week	1 Week
<b>Topic Exploration and Selection</b>		1 Week	2 Weeks
<b>Research</b>	2 Weeks	4 Weeks	5 Weeks
<b>Thesis Statement and Final Research</b>	1 Week	1 Week	2 Weeks
<b>Project Organization and Outline</b>	1 Week	1 Week	2 Weeks
<b>Project Creation, Process Paper, Annotated Bibliography</b>	1 Week	2 Weeks	3 Weeks

STEP 3: Create a calendar for each week including important deadlines and graded milestone assignments.

<b>Dates</b>	<b>Work</b>
Dec. 10-14	Intro to NHD Process and Annual Theme
Dec 17-21	Topic Exploration and Selection
Jan 8-Feb 2	Research
Feb 5-9	Thesis Statement and Final Research
Feb 12-16	Project Organization and Outline
Feb 19-March 2	Project Creation, Process Paper, Bibliography
March 2	Entry Deadline

Product Due	Due Date	Requirements	Points Rec'd	Point Value
Topic Proposal	Friday, 12/17	Proposal Worksheet		30
Thesis Statement	Friday, 12/21	Typed or neatly handwritten thesis statement		20
Research Plan	Friday, 1/1	Research plan packet		45
Note Card Check #1	Thursday, 1/10	50 note cards using specified note card format		100
Project Proposal	Thursday, 1/25	Project proposal form		25
Note Card Check #2	Thursday, 2/1	An additional 40 note cards		80
Analysis Worksheets	Friday, 2/12	Interpretation worksheet		30
Working Bibliography	Friday, 2/12	Annotated bibliography in MLA format of all sources used		50
Outline	Friday, 2/16	Outline of project		50
Final Project	Thursday 3/2	Final NHD Project		300
		Total		730

Beware of potential scheduling conflicts and delays:

1. Entry types have different deadlines. (Papers and websites are due earlier than other entries so that judges can view them before the contest.)
2. Snow days!
3. School assemblies, field trips, etc.
4. You do not want to be rushed at the end!

STEP 4: Share your schedule and plans with your administrators, students and parents so that all parties are excited to be involved and clear on the time involved.