**Sample Timeline for Implementing History Day**

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| **September*** Familiarize yourself with the NHD theme sheet and sample topics available for your grade level.
	+ Use the Teacher Toolkit on NHDCA.org
* Set a calendar of assignments and due dates for every step of the History Day process.
	+ Include formative assessments
	+ Use a format that allows for you to check in on student research (Google docs, Noodletools)
* Scaffold NHD skills with your curriculum
	+ NHD skills are common core skills
	+ Work with ELA teacher on covering skills
* Review the Rule book
* Finalize the contract (for student and parents to sign), and deadlines schedule.
 | **October*** Introduce and define the theme. Explain to students how it fits into your class curriculum.
* Students should begin preliminary research.
	+ Explain research techniques, and hand out research strategy sheets. Research is ongoing at this point.
* Guide students toward choosing individual or group projects. Work with students to identify and narrow their research topic. Help them ask questions about their topic.
* Explain the differences and uses of primary and secondary sources.
* Guide students toward quality primary and secondary sources.
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| **November and December*** Show students how to use the project organizer to bridge from research to project creation.
* Give out bibliography sheets with instructions and examples:
	+ MLA
	+ Take time to show and practice writing sources in bibliographic form.
* Teach students how to analyze sources. Students should continue researching.
* Work with students on writing thesis statements. Practice formulating and presenting historical interpretations.
* Look at sample projects with students. Identify essential elements.
* Help students choose a category that is appropriate for their topic and personal resources.
* Students should create an outline for and begin constructing projects in their chosen category.
* Review project guidelines and judging sheets.
 | **January*** Assist students with problem solving.
* Review bibliographies and identify areas for more research.
* Confirm contest dates to ensure you are on target for project completion.
* Students should complete construction of projects. Teachers should review and give feedback to students.
* Students should edit and put finishing touches on projects, write process papers, and write annotations for bibliographies.
* Register students for regional competition.
* Talk about and prepare students for competition day / interview not a prepared speech, etc.
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|  **February/March –Regional Competition Time!*** Let parents know about the upcoming competition
	+ Sign up to judge at your regional competition
* Don’t forget to let account for early submission deadlines for papers, websites, and documentaries
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