**My Assignment Plan - Template**

|  |  |  |
| --- | --- | --- |
| **Task** | **# of hours** | **When to do task** |

**Preliminary Stage**

|  |  |  |
| --- | --- | --- |
| **Read Assignment Description and Rubric:** * Review course topics and description.
* Check course readings.

  | 0.5 hours  |  Monday   |
| **Review my knowledge of assignment type.*** read my notes about that type of academic writing.
* read a student sample or academic paper.
* prepare questions about the assignment to ask prof during next class.
 | 3 hours  |  Tuesday  |

**Research Stage**

|  |  |  |
| --- | --- | --- |
| **Select paper topic** * Review course topics & do some research on possible topics
* select one topic & formulate thesis statement or research question
* email instructor for approval

  | x hours  |  (day)   |
| **Search for, Select and Organize Sources*** Do preliminary search on the topic
* Use filters and exclusion and inclusion criteria to improve the relevance of sources
* Track the search
* Read abstracts and evaluate sources to select appropriate ones
* Organize the sources
 | x hours  |  (day) |

**Pre-Writing Stage**

|  |  |  |
| --- | --- | --- |
| **Analyze the Literature & Develop and Organize Ideas*** Read sources critically (define how many per day based on how long it takes to read)
* take notes, summarize the sources, find gaps, compare sources, etc.
 | X hours |  (day) |
| **Create an Outline** | X hours |  (day) |

**Writing Stage**

|  |  |  |
| --- | --- | --- |
| **Write the first draft*** book appointment with OSSC and bring specific questions
 | X hours |  (day) |
| **Revise and Edit** | X hours |  (day) |