**My Assignment Plan - Template**

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

**Preliminary Stage**

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| **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**

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| **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**

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| **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**

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