

Name \_\_\_\_\_

Hour \_\_\_\_\_

## CHECK-OFF LIST 2010

(I CHECK THESE OFF TO MAKE SURE I'VE GOT EVERYTHING DONE  
AND LEAVE THIS IN MY FOLDER'S FRONT POCKET)

# \_\_\_\_\_ entries (A—100, B—90, C—80, D—70)

<p style="text-align: center;"><b><u>Journal:</u></b></p> <p>_____ the preface, all chapters, and sections and subsections journaled</p> <p>_____ at least 1 entry per 2 pages, and 1 entry per section/subsection</p> <p>_____ typed in 12 pt Arial font</p> <p>_____ single-spaced</p> <p>_____ front of folder labeled correctly</p> <p>_____ landscape view</p> <p>_____ margins: top—1.7, bottom—1.0, left—1.0, right—1.0.</p> <p>_____ no title or title page</p> <p>_____ each book section begins on a new page</p> <p>_____ footer on left bottom of each page with typed name and hour</p> <p>_____ typed page number on right bottom of each page</p> <p>_____ no decorations on the journal pages</p>	<p style="text-align: center;"><b><u>Essay:</u></b></p> <p>_____ the preface, all chapters and sections and subsections read and journaled</p> <p>_____ attached behind journal</p> <p>_____ typed 12 pt Arial font</p> <p>_____ double-spaced</p> <p>_____ 1" margins on top, bottom and right side</p> <p>_____ 1.5" margin on left side</p> <p>_____ no title, header or footer</p> <p>_____ within 3 lines of 2 pages</p> <p>_____ essay format</p> <p>_____ no 1<sup>st</sup> or 2<sup>nd</sup> person</p> <p>_____ direct references to specifics from the book</p> <p>_____ no quotations, only paraphrases</p>
<p style="text-align: center;"><b><u>Chart:</u></b></p> <p>_____ fill page from left to right margins</p> <p>_____ journal has 5 columns labeled as in the example</p> <p>_____ entries numbered in order from 1 to the number of entries written</p> <p>_____ all entries cited with correct page numbers</p> <p>_____ all entries cited with correct line numbers within a few lines</p> <p>_____ topic of each section at the top of the first page of each section</p> <p>_____ no boxes wrap around from one page to next</p>	<p style="text-align: center;"><b><u>Folder:</u></b></p> <p>_____ paper folder with pockets</p> <p>_____ journal pages attached at their tops in the brads</p> <p>_____ essay attached on its left side in the brads</p> <p>_____ essay hooked behind journal</p> <p>_____ no dividers</p> <p>_____ my name, hour and date on top right of folder</p> <p>_____ <b><u>The Communist Manifesto: Dialectical Journal and Essay</u></b> in middle of front cover</p>
<p style="text-align: center;"><b><u>Textual Notes:</u></b></p> <p>_____ textual notes are rewording of Marx and Engels</p> <p>_____ no copied phrases/sentences from Marx and Engels</p>	<p style="text-align: center;"><b><u>Front pocket:</u></b></p> <p>_____ instruction packet</p> <p>_____ check-off list</p> <p>_____ my name and hour on the top</p> <p>_____ number of journal entries</p> <p>_____ checked only tasks that I have done</p> <p>_____ self grading rubric</p> <p>_____ my name and hour on the top</p> <p>_____ criteria that applies is underlined</p> <p>_____ grades placed in appropriate blanks</p> <p>_____ Mr. Schumann's grading rubric</p> <p>_____ my name and hour on the top</p>
<p style="text-align: center;"><b><u>Reflections:</u></b></p> <p>_____ engage the material</p> <p>_____ ask questions</p> <p>_____ compare Machiavelli's ideas to historical evidence</p>	