

Name \_\_\_\_\_

Hour \_\_\_\_\_

## CHECK-OFF LIST 2009

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

# \_\_\_\_\_ entries (A—175, B—150, C—125, D—100)

<p style="text-align: center;"><b><u>Journal:</u></b></p> <p>_____ all 26 sections journaled _____ at least 2 entries per section _____ typed in 12 pt Arial font _____ single-spaced _____ front of folder labeled correctly _____ landscape view _____ margins: top—1.7, bottom—1.0, left—1.0, right—1.0. _____ no title or title page _____ each book section begins on a new page _____ footer on left bottom of each page with typed name and hour _____ typed page number on right bottom of each page _____ no decorations on the journal pages</p>	<p style="text-align: center;"><b><u>Essay:</u></b></p> <p>_____ all 26 sections read and journaled _____ attached behind journal _____ typed 12 pt Arial font _____ double-spaced _____ 1" margins on top, bottom and right side _____ 1.5" margin on left side _____ no title, header or footer _____ within 3 lines of 2 pages _____ essay format _____ no 1<sup>st</sup> or 2<sup>nd</sup> person _____ direct references to specifics from the book _____ no quotations, only paraphrases</p>
<p style="text-align: center;"><b><u>Chart:</u></b></p> <p>_____ fill page from left to right margins _____ journal has 5 columns labeled as in the example _____ entries numbered in order from 1 to the number of entries written _____ all entries cited with correct page numbers _____ all entries cited with correct line numbers within a few lines _____ topic of each section at the top of the first page of each section _____ 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 _____ journal pages attached at their tops in the brads _____ essay attached on its left side in the brads _____ essay hooked behind journal _____ no dividers _____ my name, hour and date on top right of folder _____ <b><u>The Prince: 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 Machiavelli _____ no copied phrases/sentences from Machiavelli</p>	<p style="text-align: center;"><b><u>Front pocket:</u></b></p> <p>_____ instruction packet _____ check-off list _____ my name and hour on the top _____ number of journal entries _____ checked only tasks that I have done _____ self grading rubric _____ my name and hour on the top _____ criteria that applies is underlined _____ grades placed in appropriate blanks _____ Mr. Schumann's grading rubric _____ my name and hour on the top</p>
<p style="text-align: center;"><b><u>Reflections:</u></b></p> <p>_____ engage the material _____ ask questions _____ compare Machiavelli's ideas to historical evidence</p>	