

Name _____

Hour _____

CHECK-OFF LIST 2011

(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;"><u>Journal:</u></p> <p> <input type="checkbox"/> all 26 sections journaled <input type="checkbox"/> at least 2 entries per section <input type="checkbox"/> 100 entries <input type="checkbox"/> typed in 12 pt Arial font <input type="checkbox"/> single-spaced <input type="checkbox"/> front of folder labeled correctly <input type="checkbox"/> landscape view <input type="checkbox"/> margins: top—1.7, bottom—1.0, left—1.0, right—1.0. <input type="checkbox"/> no title or title page <input type="checkbox"/> each book section begins on a new page <input type="checkbox"/> footer on left bottom of each page with typed name and hour <input type="checkbox"/> typed page number on right bottom of each page <input type="checkbox"/> no decorations on the journal pages </p>	<p style="text-align: center;"><u>Essay:</u></p> <p> <input type="checkbox"/> all 26 sections read and journaled <input type="checkbox"/> at least 2 entries per section <input type="checkbox"/> 100 entries <input type="checkbox"/> attached behind journal <input type="checkbox"/> typed 12 pt Arial font <input type="checkbox"/> double-spaced <input type="checkbox"/> 1" margins on top, bottom and right side <input type="checkbox"/> 1.5" margin on left side <input type="checkbox"/> no title, header or footer <input type="checkbox"/> at least 2 pages <input type="checkbox"/> essay format <input type="checkbox"/> no 1st or 2nd person (for example: <i>I, we, you</i>, etc.) <input type="checkbox"/> direct references to specifics from the book <input type="checkbox"/> no quotations, only paraphrases </p>
<p style="text-align: center;"><u>Chart:</u></p> <p> <input type="checkbox"/> fill page from left to right margins <input type="checkbox"/> journal has 5 columns labeled as in the example <input type="checkbox"/> entries numbered in order from 1 to the number of entries written through WHOLE journal <input type="checkbox"/> all entries cited with correct page numbers <input type="checkbox"/> all entries cited with correct line numbers within few lines <input type="checkbox"/> topic of each section at the top of the first page of each section <input type="checkbox"/> no boxes wrap around from one page to next </p>	<p style="text-align: center;"><u>Folder:</u></p> <p> <input type="checkbox"/> paper folder with pockets <input type="checkbox"/> journal pages attached at their tops in the brads <input type="checkbox"/> essay attached on its left side in the brads <input type="checkbox"/> essay hooked behind journal <input type="checkbox"/> no dividers <input type="checkbox"/> my name, hour and date on top right of folder <input type="checkbox"/> The Prince: Dialectical Journal and Essay in middle of front cover <input type="checkbox"/> Progress check in back pocket </p>
<p style="text-align: center;"><u>Textual Notes:</u></p> <p> <input type="checkbox"/> textual notes are rewording of Machiavelli <input type="checkbox"/> no copied phrases/sentences from Machiavelli </p>	<p style="text-align: center;"><u>Front pocket:</u></p> <p> <input type="checkbox"/> complete instruction packet <input type="checkbox"/> check-off list <input type="checkbox"/> my name and hour on the top <input type="checkbox"/> number of journal entries <input type="checkbox"/> checked only tasks that I have done <input type="checkbox"/> self grading rubric <input type="checkbox"/> my name and hour on the top <input type="checkbox"/> criteria that applies is underlined <input type="checkbox"/> grades placed in appropriate blanks <input type="checkbox"/> Mr. Schumann's grading rubric <input type="checkbox"/> my name and hour on the top </p>
<p style="text-align: center;"><u>Reflections:</u></p> <p> <input type="checkbox"/> engage the material (NO SHALLOW COMMENTS) <input type="checkbox"/> at least 30 questions highlighted PINK & COUNTED <input type="checkbox"/> at least 30 comparisons of Machiavelli's ideas to historical evidence highlighted YELLOW & COUNTED </p>	