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| Task | Complete by | Notes |
| Brainstorm topics and select a topic. | Wed., Week 2 |  |
| Do some preliminary research on the web to learn about the topic. | Wed., Week 3 |  |
| Develop list of search terms for some more focused research. | Fri., Week 3 | Ask instructor to look over my search terms. |
| Spend some time at the library searching library holdings, databases, more focused research on the web. | Mon., Week 4 | Plan ahead to make sure I have time and transportation. |
| Read sources and take notes. | Mon., Week 5 | Consult note-taking examples in my textbook. |
| Create an outline for the term paper. | Fri., Week 5 |  |
| Begin drafting. | Mon., Week 6 | Remember to try some freewriting. |
| Complete first rough draft. | Wed., Week 7 |  |
| Ask a couple of classmates to read draft and comment; meet with instructor and ask questions. | Fri., Week 7 | Ask classmates week before if they want to meet and exchange papers. |
| Do some additional research if needed. | Mon., Week 8 |  |
| Revise first draft and complete second draft with conclusion. | Mon., Week 9 | Try revision strategies we learned about in class. |
| Meet with tutor in the Writing Center to go over my essay. | Fri., Week 9 | Call the writing center the week before for appt. |
| Check for perfection: citations, formatting, and works cited are in place and correct; final revisions completed. | Fri., Week 10 | Have someone new give it a final read-through. |
| Print, staple, and turn in (or save and upload) essay. | Mon., Finals Week | Celebrate! |