**Sample Timeline for Implementing History Day**

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| **September**   * Familiarize yourself with the NHD theme sheet and sample topics available for your grade level.   + Use the Teacher Toolkit on NHDCA.org * Set a calendar of assignments and due dates for every step of the History Day process.   + Include formative assessments   + Use a format that allows for you to check in on student research (Google docs, Noodletools) * Scaffold NHD skills with your curriculum   + NHD skills are common core skills   + Work with ELA teacher on covering skills * Review the Rule book * Finalize the contract (for student and parents to sign), and deadlines schedule. | **October**   * Introduce and define the theme. Explain to students how it fits into your class curriculum. * Students should begin preliminary research.   + Explain research techniques, and hand out research strategy sheets. Research is ongoing at this point. * Guide students toward choosing individual or group projects. Work with students to identify and narrow their research topic. Help them ask questions about their topic. * Explain the differences and uses of primary and secondary sources. * Guide students toward quality primary and secondary sources. |
| **November and December**   * Show students how to use the project organizer to bridge from research to project creation. * Give out bibliography sheets with instructions and examples:   + MLA   + Take time to show and practice writing sources in bibliographic form. * Teach students how to analyze sources. Students should continue researching. * Work with students on writing thesis statements. Practice formulating and presenting historical interpretations. * Look at sample projects with students. Identify essential elements. * Help students choose a category that is appropriate for their topic and personal resources. * Students should create an outline for and begin constructing projects in their chosen category. * Review project guidelines and judging sheets. | **January**   * Assist students with problem solving. * Review bibliographies and identify areas for more research. * Confirm contest dates to ensure you are on target for project completion. * Students should complete construction of projects. Teachers should review and give feedback to students. * Students should edit and put finishing touches on projects, write process papers, and write annotations for bibliographies.   + Students should aim for 20 quality sources per project by school competition * Host school or classroom competitions. Choose students to advance to county competition. * Students should edit projects based on judge feedback provided at school competitions. * Register students for county competition. * Talk about and prepare students for competition day / interview not a prepared speech, etc. |
| **February/March – County Competition Time!**   * Let parents know about the upcoming competition   + Sign up to judge at your county competition * Don’t forget to let account for early submission deadlines for papers, websites, and documentaries   + This varies by county | |