**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. This information can be found in the Teacher Resourcesection of the California NHD website.
* Look at your curriculum for the year and determine a list of possible topics for students.
* Set a calendar of assignments and due dates for every step of the History Day process.
* 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.
* Explain the differences and uses of primary and secondary sources.
* Guide students toward choosing individual or group projects and which category they want to work in.
* Work with students to identify and narrow their research topic. Help them ask questions about their topic.
* Guide students toward quality primary and secondary sources.
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| **November and December*** Teach students how to analyze sources. Students should continue researching.
* Give out bibliography sheets with instructions and examples
	+ MLA
	+ Take time to show and practice writing sources in bibliographic form.
* Work with students on writing thesis statements. Practice formulating and presenting historical interpretations.
* Students should create an outline for and begin constructing projects in their chosen category.
* Review process paper requirements.
	+ process paper and annotated bibliography (with at least 5 sources –2 primary, 3 secondary)
	+ Give a due date (ex: end of November)
* Review project guidelines and judging sheets.
 | **January*** Assist students with problem solving.
* 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 polish up annotated bibliographies.
	+ Second individual process papers and bibliographies (with at least 10 sources –5 primary and 5 secondary)
	+ Students should aim for 20 quality sources per project by school competition
* Host school or classroom competitions. Choose students to advance to district competition.
* Students should edit projects based on judge feedback provided at school competitions.
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|  **February - Competition Time!*** Confirm details for the SCOE competition
* Registration Closes – January 29
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