**Parent/Guardian Letter – Junior Research Paper**

Hello! I want to share some info about your student's major research paper for my English 11 class.

The objective of the 300-point paper is for your student to develop critical-thinking skills by researching a topic and synthesizing the information into an argumentative research paper. I will provide as much guidance as is feasible throughout the process.

You'll find our schedule below: I will provide multiple blocks with access to computers. If your student does not have internet access at home, it is my expectation he or she will find time at school or the public library to accomplish anything left undone.

As I've indicated on the assignment sheet, **I must receive the paper on February 25th** or it will be a 0. This means that I need the paper that day, even if your son or daughter is absent.

I would invite you to have an ongoing conversation with your student: Where is he in the writing process? What concerns does she have? How can he act now to prevent last-minute panic? I have intentionally provided an exorbitant amount of time with computers; if your student has not used this time, it is not because I did not provide the location or encouragement. I believe I have been detailed on the schedule about what the expectations are for due dates and what students should be working on outside of class throughout the process.

**Research and Writing Schedule:**

1/11 Intro to assignment, begin to brainstorm topics

* HW: Procure a library card

1/13 Tour of research tools

* HW: Have parents email research-paper acknowledgment to mbuchana@jeffco.k12.co.us

1/15 Lab time to gather 3 sources to determine topic /topic choice due

* + - HW: Research question

1/20 **DUE:** Parent email

* + - Lab time
    - Conferencing over research question
    - HW: Research question

1/22 **DUE:** Research question

* + - Lab time
    - Conferencing over research question
    - Talk about first Works Cited
    - HW: Works Cited

1/28 **DUE:** Works Cited page (first); rubric on website

* + - Lab time for outline
    - HW: Outline

2/5 **DUE:** **Outline**

* + - Lab time
    - HW: Begin rough draft

2/19 Rough Draft due

* Lab time
  + - HW: Begin final copy

We will have computer lab time 1/20, 1/26,2/1, 2/3, 2/9, and 2/17. Students should either save to their Google.docs page or have a flash drive/thumb drive available to save their work.

Please send an email to me at mbuchana@jeffco.k12.co.us acknowledging that you have read and understood the importance of this assignment being done well and on time. In the subject line, please name your student and his or her block. This will be a 10-point grade for your student.

Thank you for your support!

Sincerely,

M. Buchanan