

ASSIGNMENT TRACKER

Use the assignment tracker alongside your Course Action Plan in order to break up long-term assignments into manageable pieces and monitor your progress.

Below is an example of how to use the ASSIGNMENT TRACKER for a final essay and final presentation.

Course Title: <i>HIST 150A: Animal, Vegetable, and Mineral: Natural Resources in Global Environmental History</i>			
Assignment	Task	Task Due Date	<input checked="" type="checkbox"/>
<i>Final Essay</i>	<i>Topic</i>	<i>10/25/16</i>	<input type="checkbox"/>
	<i>Research Completed</i>	<i>11/06/16</i>	<input type="checkbox"/>
	<i>Thesis Statement</i>	<i>11/10/16</i>	<input type="checkbox"/>
	<i>Outline</i>	<i>11/17/16</i>	<input type="checkbox"/>
	<i>First Draft</i>	<i>12/01/16</i>	<input type="checkbox"/>
	<i>Second Draft</i>	<i>12/08/16</i>	<input type="checkbox"/>
	<i>Final Essay</i>	<i>12/15/16</i>	<input type="checkbox"/>
	<i>Review Comments</i>	<i>N/A</i>	<input type="checkbox"/>
Assignment	Task	Task Due Date	<input checked="" type="checkbox"/>
<i>Final Presentation</i>	<i>(Topic, Research, and much of</i>		<input type="checkbox"/>
	<i>material same as above)</i>	<i>N/A</i>	<input type="checkbox"/>
	<i>Complete ½ of PowerPoint slides</i>	<i>12/03/16</i>	<input type="checkbox"/>
	<i>Complete second ½ of slides</i>	<i>12/10/16</i>	<input type="checkbox"/>
	<i>Draft presentation notes; practice</i>	<i>12/11/16</i>	<input type="checkbox"/>
	<i>Final presentation practice</i>	<i>12/16/16</i>	<input type="checkbox"/>
	<i>Give Presentation</i>	<i>12/17/16; 1pm</i>	<input type="checkbox"/>
	<i>Review Comments</i>	<i>N/A</i>	<input type="checkbox"/>

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