

Name: _____ Date: _____ Pd: _____

Senior Research Paper Requirements

The research paper involves several major grades, some now, some later. The Bibliography grades go on this 6 weeks. The Final Draft will be turned in this 6 weeks, too, but it won't appear in the gradebook until the final 6 weeks of the year (I need time to grade over 40 research papers). The Final Draft gets three major grades: the Contract Grade, the Product Grade, and the Form Grade, which are all described below.

Contract Grade

The contract grade will be determined by the turning in of your paper on time and on the following:

Contract Grade	Sources on Annotated Bibliography	Sources on Works Cited page	Citations in paper	Total number of words in paper
100 =	7	7	7+	1,900+
90 =	6	6	6+	1,600+
80 =	5	5	5+	1,300+

You may not contract for a lower grade than 80; therefore, the 80 requirements are the minimum requirements. **For example, if you try to turn in a 1000-word paper with no citations, it will be handed back to you with a zero until you add what is missing.**

You may still earn less than an 80 because 5 points will be deducted each day until you turn it back in with at least 5 sources, 5 citations, and 1,300 words. If you never meet those minimum requirements of the Contract Grade, you will take zeroes on all three major grades (Contract, Product, and Form), which means you will fail and not graduate.

Product Grade

The product grade will be based on how well you develop your thesis. Make sure your thesis statement is *persuasive*, make sure the body of the paper supports your thesis with reasons and evidence, and make sure there are no fragments, run-ons, awkward sentences, or spelling errors.

Form Grade

The form grade will be given according to how well you follow that nitpicky MLA format for parenthetical citations, the works cited page, long and short quotes, etc. **You will fail this part if you do not pay close attention to the details of MLA format.**

Due Dates

Each part of the paper will have separate due dates/grades (Working Biblio., Annotated Biblio., Outline, Rough Draft, etc.). These assignments must be turned in separately from the Final Draft. Do not turn in the Final Draft and expect it to count for all the grades leading up to it. If you don't turn in those assignments separately, they will get zeroes.

All research assignments will accumulate late points each day they are late.

The Final Draft is due February 10, 2015. There is only a two-day window after that for lateness. After that two-day window, the Final Draft will not be accepted.

MATERIALS

Pocket folder WITH BRADS for final draft

GENERAL INFORMATION

1. You must print out your articles and bring them to class every day, so lack of computer access is not an excuse for not working in class or at home.
2. You will lose points if you are caught wasting time in class or in the library.
3. The research paper is a test over many skills, including personal discipline. The first keys to a successful paper are organization of your time and an ability to meet deadlines.
4. The next important key is learning to follow the directions EXACTLY as they are given.
5. This handout is NOT all you need to do the research paper correctly. **Keep and use all the instructions that I provide for you because you may fail if you don't follow them exactly.**
6. Follow the guidelines and steps carefully. Even though you may not understand the reasons, following the directions will save you time.
7. You must quote or summarize at least 5 times in your paper, from at least 5 different sources.
8. Every time you quote or summarize from a source, you must either introduce it—e.g. Jones says...—or put a parenthetical citation after the sentence—e.g. (Jones).
9. You must have one but ONLY one “long” exact quote in your paper, and it must NOT be more than 8 lines long.
10. Include in your Works Cited page (the bibliography page at the back) ONLY those sources from which you quoted directly or summarized/paraphrased in your actual paper (*i.e.*, you must have written a citation in the paper—like (Jones)—from that source in order to include it on your works cited page).
11. NO PAPER will be accepted without the Works Cited page (at least 5 sources on it), citations in the paper (at least 5 from 5 different sources), and at least 1,300 words (not counting the words in the Works Cited page).
12. All Final Drafts should be hole punched and fastened to the center brads of a 2-pocket folder.
13. Your Annotated Bibliography, Rough Draft, and Final Draft MUST ALL BE SUBMITTED TO WWW.TURNITIN.COM to *help* check for plagiarism—it will *not* catch everything, though.
14. **You (not Turnitin) are responsible for preventing plagiarism, or you will get a failing grade.**