

Evaluation of the Introductory Elements of the Research Paper

CRITERIA	POINTS	COMMENTS
<p><u>Title Page</u></p> <p>The paper contains a title page which includes the following: title of the paper, the student’s name, Graduation Project, In partial fulfillment of the requirements for graduation from South Fayette High School, and the date of the presentation. The information is spaced appropriately and is free from spelling and conventional (grammar usage, punctuation, and capitalization) errors.</p>	<p>5 4 3 2 1 0</p>	
<p><u>Acknowledgements Page</u></p> <p>The paper contains an acknowledgement page that recognizes and thanks those who assisted the student with the project. The page acknowledges those who were supportive during the four-year effort and played a part in encouraging its completion. The acknowledgment is written in a formal tone and is free from spelling and conventional (grammar usage, punctuation, and capitalization) errors. The title of this page is not written in all caps.</p>	<p>5 4 3 2 1 0</p>	
<p><u>Table of Contents</u></p> <p>The paper contains a table of contents. The table of contents is titled and lists major sections of the paper with corresponding page numbers. The title and acknowledgment pages are not included in the table of contents. The table of contents page is double-spaced and is free from spelling and conventional (grammar usage, punctuation, and capitalization) errors.</p>	<p>5 4 3 2 1 0</p>	
<p><u>Personal Introduction (About the Author)</u></p> <p>The paper contains a personal introduction of the student/author that documents the process in which the student has engaged during this four-year endeavor. This page has a title, is written in the first person, is double-spaced, and is page one of the paper. The information in this section provides the reader with a clear understanding as to how and why this topic was selected. This section is a minimum of one full page in length and is written in a formal tone. This page is free from spelling and conventional (grammar usage, punctuation, and capitalization) errors.</p>	<p>5 4 3 2 1 0</p>	

Evaluation of the Introductory Elements of the Paper (cont.)

CRITERIA	POINTS	COMMENTS
<p><u>Review of the Literature</u></p> <p>The paper contains a review of the sources of information that have been used for this paper. The section has a title, may be written in the first person, and is double-spaced. The student discusses the viewpoints that were expressed in the various sources and how they shaped the ideas for the final product. This section is a minimum of one full page in length and free from spelling and conventional (grammar usage, punctuation, and capitalization) errors.</p>	<p>5 4 3 2 1 0</p>	
<p><u>Personal Summary</u></p> <p>In addition, it includes a personal summary that explains what the author has learned as a result of the process and the research. This page has a title, is written in the first person, is double-spaced, and is the last page of the paper. This section is a minimum of one full page in length and is written in a formal tone. This page is free from spelling and conventional (grammar usage, punctuation, and capitalization) errors.</p>	<p>5 4 3 2 1 0</p>	

Evaluation of the Formal Section of the Research Paper

CRITERIA	POINTS	COMMENTS
<p><u>Ideas and Content</u></p> <p>The paper contains a well-written thesis statement or topic sentence appropriate to the type of paper and is included in the opening paragraph or paragraphs. The thesis statement or topic sentence includes the three lines of defense or three main points of the paper as appropriate.</p> <p>The paper contains relevant details that support each of the lines of defense or main points.</p> <p>The writer presents the information in a logical manner so that the reader can clearly understand the intent.</p> <p>The writer uses ideas that are original and supports his/her thoughts with research that is cited.</p> <p>The writing reflects a depth of research and a thorough grasp and understanding of the topic that was selected.</p> <p>The paper is written in the writer's own words and all thoughts or ideas that are borrowed from another are quoted and cited (when the majority of words and thoughts are exact) or cited (when the ideas are written in the writer's own words but ideas belong to another). Failure to do so is considered plagiarism.</p>	<p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p>	

Evaluation of the Formal Section of the Paper (cont.)

CRITERIA	POINTS	COMMENTS
<u>Organization</u>		
The introduction of the paper flows from general to specific and draws the reader's interest.	5 4 3 2 1 0	
Thoughtful transitions show how ideas connect.	5 4 3 2 1 0	
Sequencing is logical and effective.	5 4 3 2 1 0	
Pacing is well controlled with the writer knowing how to move the reader through the document.	5 4 3 2 1 0	
A satisfying conclusion leaves the reader with a sense of closure and resolution. The topic or thesis sentence is restated at the beginning of the final paragraph.	5 4 3 2 1 0	
Paragraphs have topic sentences and are an appropriate length.	5 4 3 2 1 0	
<u>Style</u>		
The style of the paper is appropriate with the choice, use, and arrangement of words enhancing its tone and voice .	5 4 3 2 1 0	
The writer does not use jargon that confuses and uses vocabulary appropriate for the audience .	5 4 3 2 1 0	
Words are specific and accurate ; it is easy to understand what the writer means.	5 4 3 2 1 0	
Sentences are well constructed, vary in length , and have varied sentence beginnings .	5 4 3 2 1 0	
There are no sentence fragments .	5 4 3 2 1 0	
Creative and appropriate transitions between sentences and thoughts show how each relates to and builds upon the one before it.	5 4 3 2 1 0	
<u>Voice</u>		
The tone of the writing adds interest to the message and is appropriate for the purpose and the audience. Expository or persuasive writing reflects a strong commitment to the topic by showing why the reader needs to know this and why he/she should care.	5 4 3 2 1 0	
<u>Focus</u>		
The writer is focused on the topic with each of the three lines of defense or three points demonstrating a sharp, distinct, controlling point.	5 4 3 2 1 0	

Evaluation of the Formal Section of the Paper (cont.)

CRITERIA	POINTS	COMMENTS
<p><u>Conventions</u></p>		
<p>The paper section begins with the student's name, the advisor's name, Senior Graduation Project and the date (written as number of the month, month, year) on separate lines, double-spaced, beginning one inch from the top of the first page and flush with the left margin.</p>	5 4 3 2 1 0	
<p>The paper is a minimum of eight full pages, double-spaced with appropriate margins, 12-point Times Roman or Arial font and each paragraph is indented.</p>	5 4 3 2 1 0	
<p>The formal paper contains a running head (last name and page number) one-half inch from the top right hand corner of the paper. This begins on the first page (Personal Introduction) and extends through the Personal Summary page.</p>	5 4 3 2 1 0	
<p>The formal paper contains the title that uses the conventional capitalization rule for titles (upper and lower case) and is centered horizontally. The first and last word and all other words except <i>a, an, the</i>, prepositions, coordinating conjunctions, and <i>to</i> in infinitives are capitalized. The title is <u>not</u> underlined, <u>not</u> put in quotation marks, <u>not</u> bold, and <u>not</u> italicized. The font size of the title is <u>not</u> increased and it is <u>not</u> in all capitalized letters.</p>	5 4 3 2 1 0	
<p>The paper is written in the third person and does <u>not</u> contain references to <i>I, me or you</i> unless these words are in a quotation.</p>	5 4 3 2 1 0	
<p>The author avoids the use of contractions and uses numbers appropriately. Digits are <u>not</u> used to begin a sentence and numbers over ten are written as digits within a sentence.</p>	5 4 3 2 1 0	
<p>The paper contains a minimum of five sources that are listed alphabetically on the Works Cited page.</p>	5 4 3 2 1 0	
<p>All sources are listed in proper MLA format on the Works Cited page.</p>	5 4 3 2 1 0	
<p>Any entry on the Works Cited page has at least one parenthetical citation within the paper.</p>	5 4 3 2 1 0	
<p>The Works Cited page contains a title (centered) and uses appropriate margins (one-inch).</p>	5 4 3 2 1 0	
<p>All relevant material has been cited correctly using parenthetical documentation. Relevant material includes, but is not limited to, paraphrasing, direct quotes, statistics, and information not commonly known. The guidelines for citing all relevant material have been followed. (Author page number or "Title of Internet Article" page number)</p>	5 4 3 2 1 0	

Evaluation of the Formal Section of the Paper (cont.)

CRITERIA	POINTS	COMMENTS
<p><u>Conventions</u></p> <p>The paper is free from spelling errors. 5 = 1 or less misspelled words 4 = 2-3 misspelled words 3 = 4-5 misspelled words 2 = 6-7 misspelled words 1 = 8 misspelled words 0 = more than 8 misspelled words</p> <p>That author used correct capitalization. 5 = 1 or less capitalization errors 4 = 2-3 capitalization errors 3 = 4-5 capitalization errors 2 = 6-7 capitalization errors 1 = 8 capitalization errors 0 = more than 8 capitalization errors</p> <p>The author used correct grammar usage. 5 = 1 or less grammatical errors 4 = 2-3 grammatical errors 3 = 4-5 grammatical errors 2 = 6-7 grammatical errors 1 = 8 grammatical errors 0 = more than 8 grammatical errors</p> <p>The author used correct punctuation. 5 = 5 or less punctuation errors 4 = 6-9 punctuation errors 3 = 10- 13 punctuation errors 2 = 14-15 punctuation errors 1 = 16 punctuation errors 0 = more than 16 punctuation errors</p>	<p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p>	

<u>Summary of Evaluation of the Research Paper</u>		
	Possible Points	Points Earned
The Introductory Elements Title Page, Acknowledgements, Table of Contents Personal Introduction, Review of the Literature, Personal Summary	30	_____
Ideas and Content	30	_____
Organization	30	_____
Style	30	_____
Voice	5	_____
Focus	5	_____
Conventions	75	_____
<hr/>		
TOTAL	205	_____

Summary

Total Points Earned _____
Percentage _____
Letter Grade _____

Additional Comments:

- 5 = All criteria were met as described.
- 4 = Most criteria were met as described; evidence that real effort was made to meet criteria.
- 3 = Some criteria were met as described; evidence that some effort was made to meet criteria.
- 2 = Few criteria were met; evidence that little effort was made to meet criteria.
- 1 = Criteria were not met, but attempted.
- 0 = Criteria were missing or not attempted.

Signatures of Review Panel Members (or English Teacher): _____

Date: _____

