THE 102 RUBRIC: your paper requirements vs 14 grading categories

**GRADING: Total grade for a paper = 100 points 14 Rubric Categories (never grade any category below 0)  
A = 100 – 90 pts B = 89-80 pts C = 79-70 pts D = 69-60 pts F= less than 60 points**

**\_\_\_**CATEGORY 1: Clear underlined thesis & checklist DONE (0**-5 pts)** You cannot change your approved topic, BUT you can switch sides. Thesis (exactly as approved) must show up in introduction and be underlined.

YOU MUST ALSO ATTACH AND check off each of the proofing item of the Checklist/Paper Description!

\*MOST COMMON CATEGORY 1 MISTAKE: Changed the approved wording of the thesis (sometimes into an informative form that would never be approved) 🡪 for example changing “Steroids has destroyed the integrity of professional baseball” into “Steroids has many negative effects”. **THIS WOULD BE an instant 0/F!!!!**  
 EASIEST SOLUTION: Keep track of your approved thesis –, email it to yourself, double check w/the instructor, etc!

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| **BAD: (lower the score if)** |
| **\_\_\_** thesis is not **exactly** as approved (FAIL) [You must address everything in thesis!) |
| **\_\_\_** thesis is not underlined (-5 pts) |
| **\_\_\_** Checklist not included (-5 pts) or DISHONESTY: any item ‘checked off’ that is not actually true on paper (-5 pts); |
| **\_\_\_\_**Each item that could not be checked off because not done on paper (-1 pts each) |

\_\_\_CATEGORY 2:Every paragraph is argumentative & relevant/on Topic**: 0-10pts** Each para, other than intro & conclusion, should be a specific argument (proof, or reason why the thesis is true!) for thesis

These arguments MUST be proving/show/answer why thesis is true, and not just “book report” type paragraphs about topic

\*MOST COMMON CATEGORY 2 MISTAKE: A para with just definitions, background, history or details.  
EASIEST SOLUTION: If absolutely needed, definitions go in 1st/2nd para of intro; in a standard paragraph, you can throw in a necessary detail as a TPEOEO ‘point’ or ‘optional explanation’ if you must,however, each paragraph’s topic sentence (what the paragraph is about) needs to be a reason/argument/show why thesis is true. Not centered on arguing, then you lose points.

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| **BAD: (lower the score if)** |
| **\_\_\_** Have argument but only 1 supporting quote/paraphrase (-1 pt), or no supporting quote/paraphrase (-2 pts). Also see categories 8 and 13 for additional points lost for not having the 2 minimum required quotes per argument/paragraph. |
| **\_\_\_**Paragraph just informative, gives history, bkgrnd, definitions, but off-topic, opinion, or NO argument (-1 to -2pts). |
| \_\_\_ **Each** argument missing/below min. required (6 for 1st paper; 10 for 2nd paper)= -2 pts here **AND -10 point penalty.  Less than 4 total (paper 1) or less than 7 total (paper 2) arguments means paper is an instant 0/F!** |
| \_\_\_\_Each argument that STILL answers/argues for thesis, but is weak (easily disproved or countered, a fallacy, too emotion-based, poor logic, etc) can still count towards the min (avoids the -10 penalty), but loses 1 point from category. |

**\_\_\_Category 3: Paragraph size and Spelling : 0-15 pts:**Papers should be proofread and relatively ‘spelling error’ free.   
Paragraphs are usually 2-10 sentences. They are indented, occasionally have transition sentences between them (but not needed every time), and (for this paper) should not be more than 1 page long. They have one main idea/topic sentence/specific argument; sometimes for size control you can split/have two paragraphs on the same topic sentence/specific argument.

\*MOST COMMON MISTAKE: Misspellings. EASIEST SOLUTION: Someone else reading paper (eg Writing Center)

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| **BAD: (lower the score if)** |
| \_\_\_ Each paragraph not roughly ‘TPEOEO’ or at minimum ’TEOE’. (order doesn’t usually matter) = -1 pt here. |
| **\_\_\_** huge paragraphs that could be split into smaller paragraphs, have more than 1 main idea, or are badly put together |
| \_\_\_ subtract 1 point PER unique spelling error. |

**\_\_\_ Category 4: Sentence, Grammar & Word Choice Problems: 0-15 pts**

Covers grammar problems (sentence fragments, tense, verb/noun agreement, etc), wrong word chosen or used (eg ‘there instead of their’ or a bad word choice), sentence problems (unclear, run-on, need commas, etc).

\*MOST COMMON CATEGORY 4 MISTAKE: Sentence fragment or not sure when/when not to use commas.  
 EASIEST SOLUTION: Consider a proofreading at the writing center (grammar ‘pros’ often ‘hear’ problems when reading them).

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| **BAD: (lower the score if) (subtract 1 pt per problem)** |
| \_\_\_ sentences are run-ons or awkward; uses punctuation poorly or end in the wrong place; |
| \_\_\_ grammar and syntax errors (especially fragments), wrong word used; |

\_\_\_Category 5: Title Page & Paper format: **0-5 points Title page, font and paper format**

--\*MARGINS: 1 inch top, right, left, bottom margins (NOT 1.25 – default of Microsoft Word)

---FONTS ALLOWED:Calibiri 11 pt, Tmsrmn 12, Verdana 10, Helvetica 10,or Arial 11 (wrong font =-5 + converted to tmsrmn 12

---Pages numbered (do **NOT** number title page or Works Cited page or include in length)

--- Writing starts AT THE TOP of page 1 (no headers, no title, no name, etc on 1st page of writing)

---Title page includes a)Title, b) Your name, c)ENG102 Class sec#, d) Date. For details see rubric.

\*MOST COMMON CATEGORY 5 MISTAKE: Having page numbering on Title Page and or Works Cited page.  
 EASIEST SOLUTION: Create 2 files: one for title page and Works Cited without pg numbering; another for paper with numbering.

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| **In a font that is NOT allowed: -5 here AND converted to TmsRmn 12** to see if paper now is too short (see length penalties) |
| **Each** thing on the title page missing or wrong: -1 pt each. title page or /works cited has page numbering on it (-1 pts each) |
| **\_\_\_** no page numbering -2 pts; has a picture or chart on paper= -2 pts |

**\_\_\_Category 6: Introduction 0-3pts** Each paper should have 1 (sometimes 2 if needed) paragraphs that introduce your thesis in an interesting way that gets the reader’s attention. If you have essential thesis related definitions or absolutely necessary background, they should be here in your intro (and with citations if they are not common knowledge). You can, but don’t have to list a few of the major arguments you will cover (see Intro lesson for strategies/approaches you can use for intros). You can use ‘I’ or [very briefly] personal experience in intro. You do not have to (but can) use quotes in your introduction. **IMPT!:** Your underlined approved thesis is always in your intro!

\*MOST COMMON CATEGORY 6 MISTAKE: Rambling or ‘padding’ your intro to page or more than page length. EASIEST SOLUTION:Your goal is to get to your arguments, fast. Intro should never distract from fact that paper is argumentative.

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| **\_\_\_** there is no introductory paragraph (-3pts) |
| \_\_\_entire intro longer than a page or more than 2 para (-3pts) |
| **\_\_\_** the introduction is irrelevant, feels like padding, or doesn’t make thesis clear ( -1 to -3 pts) |

**\_\_\_Category 7: Conclusion 0-3pts** Conclusion is the LAST paragraph of your paper, using any of the techniques, for example, restates thesis, offers what if? etc. It should ‘sound’ like an end to the paper, not just a last argument.

\*MOST COMMON CATEGORY 7 MISTAKE: Conclusion takes up ½ or more of the last page of the paper.  
 EASIEST SOLUTION: Conclusion is a brief final closing paragraph: you can express yourself here, but BRIEFLY. Don’t pad.

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| **\_\_\_** there is no conclusion paragraph/just ends with last argument: -3 pts |
| \_\_\_ conclusion too long/more than 1 paragraph : (-1 to -3) |
| **\_\_\_** the conclusion is irrelevant, weak, feels like padding ( -1 to -3 pts) |

\_\_\_Category 8: GOOD SOURCES ONLY!! w/2-3 QUOTES min. per Argument:   
**At least 2 relevant Quotes from two DIFFERENT SOURCES (‘E’ of TPEOEO)from the REQUIRED types of sources, per ARGUMENT/PARAGRAPH.:**  (with explanations as necessary**) 0-10pt**

1st major paper: minimum 8 GOOD SOURCES (**at least 3 journals** & 2 books +4 other sources **[-10 pts** for each missing of these])  
Final paper: minimum 10 GOOD SOURCES (**at least 3 journals** & 2 books +4 other sources **[-10 pts** for each missing of these])  
 Additional Journal articles can be used as substitutes for books. MAKE SURE **JOURNALS ARE PEER REVIEWED** and NOT newspapers or magazines or websites!(Wall Street Journal is NOT a journal, neither is Newsweek, etc) or just websites

\*Any argument/ paragraph WITHOUT two or more supporting quotes/paraphrases is weak or doesn’t count (see rubric category 2)

\*Use mostly 1-3 line long quotes taken word-for-word from a source, “in quotes,” & **always** with citation (usually author).

\*Paraphrasing (putting in your own words, or summarizing) is acceptable, but weaker than word-for-word quotes and should   
 not be more than half of your papers quote/evidence total. See below for point cost.   
\*Don’t just ‘paste’ quotes, especially, next to each other: explain them (the ‘O’ in TPEOEO) or connect them to your   
 previous point/words with a comma or semi-colon. **Any quote/evidence WITHOUT CITATION does NOT Count!**

\*Quotes longer than 3 lines must be in block format. NOT more than 4 (for 1st paper) or 6(for 2nd paper) block quotes allowed.

\* Limit Wikipedia or personal interviews to 1 quote maximum for entire paper (or don’t use at all)

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| \_\_ **Each missing quotes/evidence/w/citations = -1 pt Argumentative paragraph with ZERO quotes: = -3** |
| **Each quote without citation OR citing a source NOT on Works Cited: -2 pts** |
| **\_\_** If quote is present but very weak or not at least somewhat supporting the paragraph’s argument= -1 pt |
| \_\_\_You have large quote (> 3 lines) which should be in block format or more than max. allowed block quotes (see above) = -1 pts |
| More than 6 paper paraphrases= -1 pt each per paraphrase beyond #6 |
| \*If you have more than min # of arguments (for ex. have 11 for final paper), you can forgive a point for a missing quote in another argument. |

**\_\_\_Category 9: Citation Format: 0-5pts** Are citations in correct format and variety, inline or at the end of quotes? If you have author,do you use Author’s Last name for citation? If no author, use 2-3 words of title for citation.

\*MOST COMMON CATEGORY 8 MISTAKE: Used 2 great quotes with citations, but they are from same source  
EASIEST SOLUTION:Get 1 quote more, for total of 3 🡪 2 quotes from ‘great’ source, & 1 more quote from other source

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| **BAD: (lower the score if) Subtract 1 point for each problem:** |
| **Citation does not clearly/instantly match the first WORDS of entry in Works Cited** |
| Source has author, but not used on Citation (used title or website etc) |
| Source has no author, but does have title, yet instead used website name or http address in citation or title NOT in “quotes” BAD: ([www.ufs.com](http://www.ufs.com)) BAD: (Yahoo homepage). BAD (Willing to Run). **GOOD**: (Archer) **GOOD**: (“Willing to Run”) |
| Used full title (if more than 4 words) in citation – you should use 2-3 words of title in quotes instead if no author lname |
| Sources has pages but the citation does not list the page # from which quote was taken [eg (Adam) instead of (Adam 22)] |
| Used author’s full name instead of last name: BAD: (Amy Archer) GOOD: (Archer) |
| Too many quotes ‘float alone’ – are simply cut and pasted, instead of anchored to point or explanation by comma or colon |
| Period goes at the OUTSIDE of citation. For example, “xxxx” (Adams 22). |

**\_\_\_Category 10: Works Cited Page/MLA Format 0-5pts All sources** (whether for quote or paraphrase) appear in **alphabetical order** on a page (without page numbering) attached to end of paper. This is called (and is titled) the ‘Works Cited’ page. EVERY source used as a citation appears here in MLA format. Attach it to back of the paper a page titled “Works Cited,” that lists, in MLA format, all sources used in the paper as citations. There are minimum amounts of sources that should be referenced/appear in Works Cited page. Each citation from the paper should ‘match’ a Works Cited’ entry. **YOU MUST INCLUDE the http of any website or internet source in Works Cited!** Do not put ‘WEB’ at the end of your entry! Http address required! No Works Cited page at all? That’s an instant 0/F.

\*MOST COMMON CATEGORY10 MISTAKE: Not in MLA format (ran out of time).  
 EASIEST SOLUTION: MLA format and all sources in alphabetical order – these are very important. Problems? Try [www.easybib.com](http://www.easybib.com) or [www.noodletools.com](http://www.noodletools.com) , otherwise pay careful attention to the MLA handout.

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| **\_\_\_ Each source less than minimum required/**Each missing minimum required book/database**: -10 pts** each! |
| \_\_\_ Subtract 1 point for each thing not in MLA format; or if sources not listed in alphabetical order by author’s Lname and/or title |
| \_\_\_ subtract 1 point if did not indent 2nd or later line of an entry; subtract 1 point if Works Cited page is numbered |
| \_\_\_ Subtract 1 point if website source DOES have author yet not used as first words for it in Works Cited |
| \_\_\_ SUBTRACT **5 points** if source listed on Works Cited NOT used in paper citation OR cited but not on Works Cited |

**\_\_\_Category 11:Meets Required Length (Penalties if too short)**Last page **MUST** be 100% to bottom!

**IF paper is short after all arguments and quotes, you MUST add quotes and/or arguments to meet the minimum length!**

\*MOST COMMON CATEGORY 11 MISTAKE:Leaving the margins at 1.25 instead of 1 inch in order to ‘cheat’ to 6th page.   
EASIEST SOLUTION: If margins greater than 1 inch or font size not allowed, I convert AND resize AND add penalties  
Is your paper slightly short? Change everything to TMSRMN 12 pt!   
Need to legally pad the paper to make longer? Find more quotes or more arguments. Go beyond paper required ‘minimums’.

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| **PENALTIES: 1st paper (4-6 pages)** | **PENALTIES: 2nd paper (6-8 pages)** |
| 4th page ends ½ way down to ¾ way down: -3 pts  4th page ends 1st sentence to ½ way down: -10 pts  ends anywhere on page 3: 0/FAIL! | 6th page ends ½ way down to ¾ way down: -3 pts  6th page ends 1st sentence to ½ way down: -10 pts  ends anywhere on page 5: 0/FAIL! |

**\_\_\_Category 12: Cohesiveness of the paper/Readability 0-10pts**   
Easy to read & well put together, w/sentences, points, optional explanations, quotes, in organized paragraphs w/ few spelling or grammar problems, not too many large quotes (not too many quotes >3 lines and those >3 lines in block format)

\*MOST COMMON CATEGORY 12 MISTAKE: Didn’t allow time for proofreading, so paper reads poorly w/many errors.

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| **BAD: (lower the score if)** |
| **\_\_\_**paper does not flow well or does not sound like a single paper – scattered: -1 to -3 pts; -3 to -5 for severe problem |
| **\_\_\_**quotes are often cut-and-pasted next to each other, taken straight from source without explanation towards argument: = -1to -3 pts |
| \_\_\_paragraphs ramble on instead of depending on good quotes, **unnecessary or excessive commentary** = -1 to -3 |
| \_\_\_ Remove 1-4 (in addition to rubric category 3 and 4) if hard to read because of excessive misspellings, grammar, etc) |

Category 13: Details/Great/Strong quotes w/explanation as necessary: 0-10 pts

Quotes & paraphrases (always with citations)should be good, relevant and SPECIFIC Examples, Evidence, and Expert Knowledge: statistics, quotes, testimonials, figures, numbers, dates, etc – and not just from one or two sources. If paper feels like it could be written off the top of someone’s head, depends too much on one or two sources only, or if a quote is POOR -- just barely or not at all related to the current paragraph’s argument -- then lower score for this category.

\*Test for bad/little detail: If you can replace the source of a quote with “my friend says” then you have bad detail

\*MOST COMMON CATEGORY 13 MISTAKE: A short quote explained to death by the student in too many/too long extra sentences of ‘optional explanation’ or comments (maybe to make the paragraph feel longer, or just because of passion).

EASIEST SOLUTION: Quotes are the heart of your evidence; definitely explain and comment to support them, but don’t make the paper too much about what you feel about the the argument/quote. One or two sentences of comment/explanation about the quote’s value or meaning are usually enough. More quotes are better for strengthening an argument/point.

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| **BAD: (lower the score if)** |
| \_\_\_ generic quote/quote feel forced or padding/quote is basic, commonsense, or feels poorly researched = -1 each |
| \_\_\_\_ Same sources used more than 6 times (-1 pt each time after 6) |
| \_\_\_\_ all quotes seem of mostly the same type of expert knowledge (for example, just ‘experiences’): -1 to -3 off |
| \_\_\_ only 1 quote for an argument: -1; argument/paragraph with ZERO quotes: -3 |

Category 14: Never use “I” or “My” in paper/Strength of Total Arguments **0-4 points** Paper as a whole has arguments, not just opinion & emotion & fallacies. **Beyond intro, DOES NOT BECOME AN INFORMATIVE PAPER. Does not use “I think” “I feel” etc except in** intro/conclusion. Counterarguments can appear either right after a related argument, or at the end of the paper, right before the conclusion.

MOST COMMON CATEGORY 14 MISTAKE: Used “I” or a personal or private experience in the 102 argumentative paper  
EASIEST SOLUTION: Personal experience or “I” is okay in intro or conclusion, but as evidence or argument, won’t work,   
 so find an ‘authority’ on the topic who gives a similar opinion, or a case that is similar to your experience, and back it up   
 with quotes from sources.

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| **BAD: (lower the score if)** |
| **\_\_\_** Emotional, Uses “I” or personal experience in the paper other than in intro/conclusion. |
| **\_\_\_** Overall, some of the arguments were weak and/or less than minimum required |
| **\_\_\_ Has at least one counterargument:** present the other side’s view on 1 argument and then attack it or show what they missed or why they are wrong, using at least two quotes (like a standard argument). |

EXTRA CREDIT: Instructor reserves the right to give up to 5 points of extra credit for: clever/difficult topics or arguments, great improvement, particularly challenging sources used.

In-a-nutshell Rubric SCORING:.

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| Category 1 (0-5):\_\_\_\_\_\_\_ Clear underlined thesis & checklist DONE | Category 6 (0-3):\_\_\_\_\_\_\_ Introduction | Category 11 (PENALTIES):\_\_\_\_\_\_\_  Meets Required Length |
| Category 2 (0-10):\_\_\_\_\_\_\_  Every para argumentative and relevant/on Topic | Category 7 (0-3):\_\_\_\_\_\_\_  Conclusion | Category 12 (0-10):\_\_\_\_\_\_\_  Cohesiveness of the paper/Readability |
| Category 3 (0-15):\_\_\_\_\_\_\_  Paragraph size and spelling | Category 8 (0-10):\_\_\_\_\_\_\_  ENOUGH (Good) Quotes supports the major idea of the paras | Category 13 (0-10):\_\_\_\_\_\_\_  Good expert knowledge chosen for quotes |
| Category 4 (0-15):\_\_\_\_\_\_\_  Sentence, Grammar & Word Choice Problems | Category 9 (0-5):\_\_\_\_\_\_\_  Citation Format | Category 14 (0-4): \_\_\_\_\_\_\_\_\_\_\_  Strength of Arguments |
| Category 5 (0-5):\_\_\_\_\_\_\_  Title Page & Paper format | Category 10 (0-5):\_\_\_\_\_\_\_  Works Cited Page/MLA Format | FINAL GRADE: \_\_\_\_\_\_\_\_\_\_ |

*RUBRIC-v26-ENG102ANY.rtf (online& inperson)*