**ENG 102 CHECKLIST: \*COMPLETE & ATTACH this to each PAPER\***

**DON’T CHECK OFF ITEMS UNLESS THEY ARE TRUE – otherwise FIX THEM!!**

**\*MAKE SURE TO SIGN/ENTER NAME on pg 1, 3 and 4!!!  
  
Paper killers**: Instant F Grade, regardless of rubric points, **IF:**

|  |  |
| --- | --- |
| **FIRST PAPER**: | **FINAL PAPER**: |
| Has **No Works Cited Page** with all sources used | Has **No Works Cited page** with all sources used |
| Has Less than 8 total sources | Has Less than 10 total sources |
| Has zero books (2 required,each missing= -10pts) | Has zero books (2 required,each missing= -10pts) |
| Has zero academic journals (3 required, each missing is -10 points) | Has zero academic journals (3 required, each missing is -10 points) |
| Less than 6 arguments for your side (7 total) | Less than 8 arguments for your side (10 total) |
| Shorter than 4 pages (allowed fonts only!) | Shorter than 6 pages (allowed fonts only!) |

**I. SIGN HERE:** “I do ***NOT*** have any of the paper killer problems listed above”   
signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II.** Thesis: What is your EXACTLY as approved THESIS (make sure on paper it is underlined and in exact words approved and in intro):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. COVERED YOUR BASICS**  
\_\_\_\_1.MARGINS: 1 inch top, right, left, bottom margins (**NOT 1.25!!!** – default of Microsoft   
 Word). Paper b is double spaced. Pages numbered (except title pg & Works Cited).

\_\_\_\_2. THESE ARE THE ONLY FONTS AND SIZES ALLOWED: Calibiri 11 pt, Tmsrmn 12,   
 Verdana 10, Helvetica 10,or Arial 11 (use wrong font =-5 + converted to tmsrmn 12)

\_\_\_\_3. **TWO quotes minimum from 2 \*DIFFERENT\* sources** **PER** argument/paragraph!  
  
\_\_\_\_4. Title page includes a)Title, b) Your name, c)ENG102 Class sec#, d) Date. It is a   
 separate, unnumbered page at front of paper. Do not use a header on page 1.   
 That’s what title page is for. Writing/Intro starts AT THE VERY TOP of page 1.

\_\_\_\_5. Intro NEVER longer than ¾ of first page. NO PICTURES or CHARTS in the paper

\_\_\_\_6. Works Cited: Does **EVERY** citation used in your paper **appear in your Works   
 Cited**? **-5 pt if source missing from Works Cited & doesn’t count for paper.**

**IV.SOURCES:  
\*\*\* IMPT!!! THESE DO NOT COUNT AS PEER Rev. JOURNALS!!:   
1)CQ researcher, 2)Credo, 3)Gale Virtual Reference Library & 4)Opposing Viewpoints** are \*\*\***NOT\*\*\*** peer reviewed journals!   
Journal NAMES **are** NOT the name of the article  
eg. “Journal of Exobiology” “MANIFESTO” “

At least three sources must be **PEER REVIEWED** from academic journals:  
Journal name 1:.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
where in the source did it say it was peer reviewed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Journal name 2:.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
where in the source did it say it was peer reviewed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Journal name 3:.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
where in the source did it say it was peer reviewed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Book1(or Journal4) was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Book2 (or Journal5) used was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Y/N)\_\_\_\_\_ You have at least 8 sources (first paper) or You have 10 sources (final paper)

**V.ARGUMENTS:**   
**REMEMBER**:EACH ARGUMENT must have at least 2 quotes from **DIFFERENT** SOURCES(Okay for 3rd quote from same source) **WRITE OR CUT & PASTE YOUR ACTUAL ARGUMENTS + counters BELOW**  
**First paper = Total of 7** (6 arguments + 1 counter or 7 arguments)   
**Final paper = Total of 10** (8arguments + 2 counter/ OR 9 arguments + 1 counter OR 10 arguments)

Argument 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Argument 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Argument 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Argument 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Argument 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Argument 6: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Argument 7: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Argument 8: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Argument 9: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Argument 10: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counter 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counter 2: (final paper only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_

**VI. CITATIONS in your paper & WORKS CITED PAGE**

\_\_\_\_1. CANNOT use Encyclopedia, book of famous quotes, or dictionary except in intro/conclusion.   
  
\_\_\_\_2. \*Wikipedia or personal interview (not required!) can ONLY be used for 1 quote for ENTIRE PAPER

\_\_\_\_3. No single source can be used more than 6 times throughout the entire paper – no matter how good!

\_\_\_\_4. **DO NOT USE THESE WEBSITES as sources for your paper:**

**About.com ehow.com ezinearticles.com squidoo.com answers.com**

**or any free essay website** (If used, quotes do not count =full penalties + these sites **usually flag as plagiarism**

\_\_\_\_5. Works Cited PAGE in MLA format.   
  
\_\_\_\_6. Every Source that is quoted in paper must appear and MATCH in Works Cited! **Double check this!**

\_\_\_\_7. IMPT: Re-read the comments on the 1st paper. Check for them and avoid on 2nd paper.   
**\_**

**\_\_\_\_8. When sending papers via email send to both** [**Miguel.fernandez@cgc.edu**](mailto:Miguel.fernandez@cgc.edu) **AND** [**eng102papers@gmail.com**](mailto:eng102papers@gmail.com)

**SIGN HERE: : YES!** I actually checked against each thing above:   
  
**SIGN/DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HONOR CODE STATEMENT OF UNDERSTANDING** One of the requirements of submitting your final paper, in light of what you should have learned from the first paper, is signing an HONOR CODE statement of understanding of Plagiarism. Basically this entails:  
1)Reading the Honor code statement below;   
2)Returning this Honor code statement with "YES" or check/’x’ marks written next to each of the blanks by "I understand" sections AND signing your full name and date at the bottom of the document .  
  
THIS HONOR CODE STATEMENT MUST BE SUBMITTED AT LEAST ONE DAY BEFORE OR WITH YOUR FINAL PAPER!!! ANY PAPER SUBMITTED WITHOUT A SIGNED/COMPLETED HONOR CODE STATEMENT WILL NOT BE ACCEPTED!   
Honor Code : CGCC and the English Dept, and specifically, the instructor of the ENG102 class you are currently taking, reserve the right/wish to make you, the student, aware of a plagiarism honor code.  
  
For ENG102 Plagiarism is defined as:   
1)cut and pasting text from a webpage or other source without citation or doing so, even with citations, if done to an excessive extent (a few cut and pasted paragraphs to pages cut and pasted).  
  
2)Taking ideas, sentences, details, case studies, facts, etc from a source without enough or with no attribution/citation.  
  
3)Submitting a portion or total paper that was written by someone else, purchased, or downloaded from the internet.  
  
NOTE: You may decline to sign off on this honor code, but as it is a requirement, you must drop the course or receive a non credit P/F grade.   
INSTRUCTIONS: After reading, please check or write "YES" next to each of the "I understand" statements below to indicate your understanding and acceptance of the terms, as applicable to your ENG102 papers. Then Sign your full name and date below. Finally, attach to your final paper assignment.  
1)\_\_\_ I understand that I am responsible for knowing when to cite, citing enough content, reading/reviewing lessons on citations, asking questions (in class or via email) if unsure when/how to cite;  
2)\_\_\_ I understand the consequences of plagiarism. I understand that unintentional plagiarism is still considered plagiarism;  
3)\_\_\_ I understand that I authorize the instructor to apply techniques of detecting plagiarism, including but not limited to, programs such as EVE2, on my paper or any portion of it. I understand that my sources and citations may be checked for accuracy, validated, and otherwise verified;  
4)\_\_\_\_ I understand penalties for plagiarism can range from an F on the assignment, to an F for the entire course, to other penalties as described in the student handbook regarding plagiarism.SIGN HERE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

#### PRINT NAME HERE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**RUBRIC SELF GRADE OPTIONAL:** Give a point value for each Category. Add up for estimated/guessed final draft of FINAL PAPER GRADE. This is not the teacher’s grade, but merely a self or other assessment as proof of applying the rubric

|  |  |  |
| --- | --- | --- |
| 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 \_\_\_\_\_\_\_\_\_\_\_** | | |