

Research Report Assignment Schedule

Topic: _____

| <u>Date</u> | <u>Assignment</u> | <u>Completed</u> |
|-------------|----------------------------------|------------------|
| _____ | 1. Preliminary outline completed | _____ |
| _____ | 2. Bibliography cards completed | _____ |
| _____ | 3. Notecards #1 completed | _____ |
| _____ | 4. Notecards #2 completed | _____ |
| _____ | 5. Final outline completed | _____ |
| _____ | 6. First rough draft completed | _____ |
| _____ | 7. Second rough draft completed | _____ |
| _____ | 8. FINAL RESEARCH REPORT | _____ |
| _____ | 9. Oral presentation | _____ |

On the next page is a scoring guide I used when I taught history, and what I expected from my students in relation to content, format, and mechanics. If you can follow this guide closely, you should make a good grade on your research project.

Please understand that this is a generic guide, as I adapted my forms depending on the grade of the class.

Term Paper Content

| | | |
|---|-------|-------------|
| Paper contains a provable thesis | _____ | 10 points |
| Paper follows a logical order | _____ | 20 points |
| Paper is easy to understand/clear | _____ | 20 points |
| All information supports the thesis statement | _____ | 20 points |
| Paper includes 3/4 paraphrased material | _____ | 10 points |
| Paper includes transition words between paragraphs | _____ | 10 points |
| Paper includes conclusion that backs up thesis; does not introduce new material | _____ | 10 points |
| | _____ | TOTAL X 2 = |

Term Paper Format

| | | |
|---|-------|-----------|
| Paper uses in-text citation in the correct format | _____ | 20 points |
| Paper cites direct quotes in the correct format | _____ | 15 points |
| Pages of the paper are numbered | _____ | 5 points |
| Paper is typed | _____ | 15 points |
| Paper meets word and font requirements | _____ | 20 points |
| Works Cited page is correctly formatted | _____ | 10 points |
| Correct number of sources are cited (5-10) | _____ | 15 points |
| | _____ | TOTAL |

Term Paper Mechanics

| | | |
|----------------------|---|-------------|
| | | 100 points |
| Spelling errors | 2 points each (maximum deductions: 30 points) | _____ |
| Run-ons or fragments | 3 points each (maximum deductions: 30 points) | _____ |
| Other grammar errors | 2 points each (maximum deductions: 40 points) | _____ |
| | | _____ TOTAL |

| | <u>Term Paper Totals</u> | <u>On Time/Late</u> |
|----------------------|---------------------------------|----------------------------|
| Preliminary Outline | 20 points | _____ |
| Bibliography cards | 50 points | _____ |
| Note Cards Set #1 | 100 points | _____ |
| Note Cards Set #2 | 100 points | _____ |
| Final Outline | 60 points | _____ |
| Rough Draft #1 | 80 points | _____ |
| Rough Draft #2 | 90 points | _____ |
| Term Paper Content | 200 points | _____ |
| Term Paper Format | 100 points | _____ |
| Term Paper Mechanics | 100 points | _____ |

OVERALL AVERAGE ON THIS PAPER _____ OUT OF 900 POINTS = _____ %