

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 = _____ %