### **GUIDELINES FOR SUBMITTING PAPERS**

### Unless otherwise specified in the assignments all papers must:

- Be typed;
- 2. List all references included in the paper (books, journals, personal interviews, etc);
- 3. Present footnotes and bibliography in a format consistent with a style manual (American Psychological Association or other style manual);
- 4. Be given to the instructor ON the due date.
- 5. The student is responsible for keeping a copy of all papers submitted to the instructor.

#### Late Papers:

- 1. A 10% penalty will be applied for all late papers for each day past due date.
  - No papers will be accepted 48 hours past due.
- All late papers should be submitted to the main FCS office, and signed and dated by office staff.

## **General Approach for Grading Papers:**

# The "A" paper:

- \* SUPEREROGATORY: Goes beyond reporting requested information;
- \* Creativity and originality are exhibited;

- \* Excellent organization and well-written; \* Independent work.

### The "B" paper:

- All requested information is included in the paper;
- A conclusion is drawn from information presented;
- Documentation is adequate;
- Purpose is clearly stated;
- Good organization;
- Well-written paper;
- Some original thinking is exhibited.

## The "C" paper:

- Purpose is stated;
- Most of the requested information is present;
- Some documentation;
- Attention is given to organization and grammar.

### Helpful Hints for Students:

- 1. Start assignments early.
- 2. Plan your approach to the assignment in detail. Prepare an outline of the content.
- 3. Research your topic carefully and keep adequate notes regarding specific references used in the paper.
- 4. The student is expected to perform independent research. Plagiarism from any source is an automatic failing grade.
- 5. Type your paper as neatly as possible, preferably using a computer and word processing program with a spell-checker.
- 6. Proofread your paper. Ask someone close to proofread your paper.
  - · We have excellent facilities on campus to help you with writing.
- 7. The instructor uses the 'holistic approach for scoring. Therefore, the following points are weighted:
- Clear statement of the central idea
- Clear and adequate development of the central idea including evidence of a conclusion (i.e., Good organization)
- Syntax and evidence that language is chosen for the purpose of clearly communicating ideas - Language mechanics including spelling and punctuation.