GUIDELINES FOR SUBMITTING PAPERS

<u>Unless otherwise specified in the assignments all papers must:</u>

1. 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.

<u>Late Papers:</u>

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.

2. All late papers should be submitted to the main FCS office, and signed and dated by office staff.

<u>General Approach for Grading Papers:</u>

The "A" paper:

* SUPEREROGATORY: Goes beyond reporting requested information;

* Creativity and originality are exhibited;

* **Original thinking** is evident;   * Purpose is clearly stated;

* Documentation is substantial;   * Integration of subject matter is evident;

* 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.