


# FINAL CHECKLIST

## SENIOR RESEARCH PROJECT

**Final Checklist for the Research Paper -- Turn in this sheet with the Research Paper. All items in the Final Draft MUST be in a *SINGLE DOCUMENT* in *THIS* sequence. CHECK OFF EACH ITEM AS YOU PUT IT IN YOUR BINDER.**

 <u>RESEARCH COMPONENT</u>	<u>PTS POSS.</u>	<u>COMMENTS</u>
Outline	5	Final draft--all corrections made
Introduction paragraphs	5	According to Instructions
Essay #1	5	Final draft--all corrections made
Essay #2	5	Final draft--all corrections made
Essay #3	5	Final draft--all corrections made
Conclusion paragraphs	5	According to Instructions
Works Cited Page--minimum 8 sources Sources include: <b>BOOK</b> source, <b>WEBSITE</b> source, <b>INTERVIEW</b> source, <b>PERIODICAL</b> source (these are magazines, newspapers, journal articles etc. that would have come from INSPIRE.NET)	40	Final draft-- <u>all corrections made</u>
Use a sheet of colored paper as a divider.		
Reflection	30	1½ - 2 pages typed-double-spaced
Use a sheet of colored paper as a divider.		
Outline rough draft	5	Rough drafts are your graded copies. Duplicate copies of your papers that were NOT graded are NOT rough drafts. Place all rough drafts in this sequence.
Essay #1 rough draft	5	
Essay #2 rough draft	5	
Essay #3 rough draft	5	
Works Cited rough drafts	5	
Use a sheet of colored paper as a divider.		
Interview--clean copy	10	Follow required format given--typed up
Sample of Research (your best sources)	20	These categories are for the content portion of you grade, no specific assignments.
Grammar/Mechanics	60	
Structure/support/context/organization PAPER MUST FOLLOW OUTLINE	40	
<b>TOTAL FOR THESE COMPLETED ITEMS</b>	<b>255</b>	

**DON'T FORGET HOUSEKEEPING ITEMS ON THE BACK SIDE OF THIS PAPER!!**



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<u>HOUSKEEPING ITEMS</u>	<u>PTS POSS.</u>	<u>COMMENTS</u>
All items <b>MUST</b> be in the <b>requested sequence</b> as outlined on the front side of this sheet.	5	
All items <b>MUST</b> be in a <b>THREE-RING BINDER</b> .	5	
All components of the FINAL DRAFT <i>must</i> be merged into a <b>SINGLE DOCUMENT</b> .	5	
<b>PAGE NUMBERS</b> - must be added according to MLA formatting standards, in the header section, with Lastname - # ex: Jones - 1	5	
<b>PAGE BREAKS</b> --Must be inserted within the document: <ul style="list-style-type: none"> <li>• Between the outline and the introduction</li> <li>• Between the conclusion and the Works Cited page</li> </ul>	5	
All portions of the body <b>MUST</b> follow the font requirements: <ul style="list-style-type: none"> <li>• 12 point font</li> <li>• Times New Roman OR Arial</li> <li>• Use the <b>SAME</b> font throughout the paper</li> <li>• NO <b>Bold</b> or <u>unnecessary text</u> enhancements</li> </ul>	5	
All lines of the paper <b>MUST</b> be <b>double-spaced</b> , EXCEPT the outline, which should be single-spaced.	5	
<b>TOTAL FOR THESE COMPLETED ITEMS</b>	<b>35</b>	

If any required item is missing, the research paper is considered **INCOMPLETE** and will **NOT** be graded.  
*Late deductions apply if a paper is returned due to missing items.*

- NO GRAPHICS** in the research paper
- No pictures
  - No borders
  - No clip art

MY TOTAL POINTS \_\_\_\_\_

out of **TOTAL POINTS** 290 **FINAL GRADE** \_\_\_\_\_

BONUS POINTS \_\_\_\_\_

PENALTY \_\_\_\_\_

PERCENTAGE \_\_\_\_\_

PLUS + 10 POINTS PER EACH DAY EARLY/MINUS - 10% PER DAY LATE