

SGHS Junior Research Project Forms

Fall 2014

Page	Form
A	Research Paper Requirements
B	Research Paper Student/Parent Contract
C.	Research Paper Topic Approval
D.	Tutor Time Checklist
E.	Research Paper Process Rubric
F.	Research Paper Rubric
G.	Reflection Rubric
H.	Action Log
I.	Speaking Rubric

Fall 2014 version

1. Any person who should have written a passing research paper last semester and did not must write a paper this semester.
2. Use the SGHS Writer's Handbook section C as a guide for the form. Punctuation, order of information, etc. is important for in-text citations and the Works Cited list. Use MLA format.
3. Use a minimum of 5 sources. Check rubrics for specifics.
4. At least one of these sources must be a periodical—EBSCO is a good source to find a periodical.
5. One source should be found on the Internet. Print out information including web address; if hyperlink, include home page.
6. One source should be a book. Turn in the book with your sources and with your final paper.
7. One source should be a primary source. Government documents, interviews, and surveys are included in this category.
8. DO NOT USE AN ONLINE OR BOOK ENCYCLOPEDIA. Use original sources. If finding material is a problem, see me for help. When using the Internet, be sure information is from a reliable source and print out information including web address. Turn in printout with your note cards.
9. Double space.
10. Margins are all 1 inch: top, bottom, left and right. Headers are ½ from top. Note: default margins on PCs are 1.25 so you will need to adjust the margins manually. If bottom is not printing at 1 inch, adjust to .75 inches. Go to File and then Page Set Up to adjust. Also remove Widows and Orphan Control. Go to Format, Paragraph and then line and page breaks.
11. Page numbering: The first page of the paper that includes the heading and title are numbered page 1. The page number is in the header which includes your last name a space and page number ½ inch from the top and one inch from the right margin.
12. Font: Times New Roman on a PC; Times in Claris on a Mac
13. Size: 12 point only
14. Justification: Left Justification only
15. Length Body of junior paper is minimum 5 pages, maximum 8 pages.
16. Works Cited page begins on next page after body numbered consecutively.
17. Subject of Paper: topics may be selected from subjects and related to any class the student is now taking, has taken, or will take before graduation.
18. Missed deadlines result in points deducted from the grade. Papers submitted after the deadline will have 10 points deducted every day that the paper is late! Earlier deadlines missed will also deduct points from the final grade. The research paper counts one fourth of your quarter grade.
19. Research papers are a requirement for students to graduate. Failure to complete a passing research paper may result in loss of credit and require the student to make up the English credit including writing the term paper. Papers are 25% of second quarter grade. COME IN FOR HELP!

TUESDAY HELP SESSIONS ARE A GREAT OPPORTUNITY!

Student and Parent Contract Form
Junior Research Paper

Please check all sections and sign the bottom of the form. Return this form by **Tuesday, Sept. 9, 2014**

Student	Parent	Terms
_____	_____	We have reviewed the Research Paper requirements.
_____	_____	We understand that students should refer to the handbook for help, then go to the teacher for questions or further explanations.
_____	_____	We have reviewed the process rubric, and understand the importance of meeting deadlines. We also understand the consequences of turning in late work (10 points per day late and possible mandatory tutor time.)
_____	_____	We understand that the research paper is 25% of the 2 nd quarter English grade. If a Re-Do is required, the highest grade the student will receive is a D-.
_____	_____	We realize that this paper will involve time and effort for the student, and we know that the teacher offers help during Tuesday help sessions, before and after school and during class.
_____	_____	We realize that satisfactory completion of this research project is a graduation requirement.

Student signature _____ Date _____

Parent signature _____ Date _____

_____ Date _____

If you have questions regarding the research paper, please feel free to call your child's English teacher.

This approval must be turned into your English teacher no later than 3:45 p.m. Tuesday, Sept. 4, 2014, to meet deadline.

Student Name _____

English Course _____

Proposed Topic: _____

Thesis statement:

Subject area to which topic may relate: _____

Optional approval by subject area teacher: _____

Note to class teacher: Do not feel pressured to sign this paper. If you feel the student does not have the ability to research this topic, do not sign. Furthermore, do not sign this form if the topic is not connected to your subject area or if the paper is blank. Thank you!

Approval by English Teacher: _____

Questions, comments, concerns? _____

Circle A, B, or C below.

Writing Option A	Speaking Option B	Action Option C
5 pg. Research Paper	5 pg. Research Paper	5 pg. Research Paper
4 pg. Written personal response	6 -10 min. Spoken personal response	Experiment, Volunteer / Work Experience, Construction, or Observation
1 Writing Rubric	3 Public Speaking Rubrics (no late option)	4 Action logs with reflection and Supervisor Evaluation

Research Paper Tutor Time Documentation

Each **first-time** research paper writer must attend **5 of the 10** Tuesday Tutor Times with his/her cooperating teacher from the dates of Sept. 4, 2014 to Nov. 18, 2014. First-time research paper writers who attend Tutor Time to work on projects will receive **10 points per week**, totaling to **50 points** for this portion of his/her process grade.

Each **repeat** research paper writer must attend **all 10** Tuesday Tutor Times with his/her cooperating teacher to work on research projects from the dates of Sept. 9, 2014 to Nov. 18 2014. Repeat research paper writers who attend Tutor Time to work on projects will receive **5 points per week**, also totaling to **50 points** for this portion of his/her process grade.

Attendance will be documented each Tuesday!

Date	Attendance (Y/N)	Points Earned (50 Possible)

Tutor Time Grade ____ /50

Research Paper Process Rubric

Name _____

Topic _____ Teacher/Class _____

Evaluation Rubric	Check /Days Late	Points possible	Points earned
Tues. Sept. 10 ✓ Option chosen ✓ Topic approval ✓ Contract Signed		5	
Tues. Oct. 1 ✓ 4 Sources ✓ 4 Bib Cards ✓ 15 NC ✓ Thesis ✓ Draft Outline Thurs. Oct. 3 ✓ Corrections		5	
Tues. Oct. 8 ✓ 5 Sources ✓ 5 Bib. Cards ✓ 60+ NC ✓ Thesis ✓ Outline Thurs. Oct. 10 Corrections		10	
Tues. Oct. 15 ✓ Note Cards Ordered ✓ Final Outline ✓ Works Cited ✓ Additional Sources Thurs. Oct. 10 ✓ Corrections		5	
Bonus ☺ or Mandatory ✓ Outline Breakdowns	I-II Tues. Oct. 22 III-IV Tues. Oct. 24 V-end Th. Oct. 29 Sects. may vary	2 pts. Per section. MANDATORY for 2nd attempt. Bonus points for 1st attempt.	
Tues. Nov. 5 (election day) By 3:45 p.m. ✓ Entire Research Paper Due		10	
Wed. Nov. 12 (PT Conferences) ✓ outline or draft of Option A ✓ outline or draft of Option B ✓ two completed action logs for Option C.		5	
Tues. Nov. 19 ✓ Turn in <i>Option A</i> by 3:45 p.m. ✓ Present Speech for <i>Option B</i> at 6 p.m. evening performance in		10	

library (no late option). ✓ Turn in logs for <i>Option C</i> by 3:45 p.m.			
Total Points		50	

F

Name _____ Topic _____

Research Paper Rubric: Paper due 3:45 p.m. Tuesday, Nov. 4, 2014

Keep this form in your research paper notebook. Turn in with each deadline.

Form grade _____

Content _____

Average Percent _____

Form grade

_____ **Note cards and outline (total 21 points) ***Required (must have cards with sources to pass)**

_____ 60 cards (0 1 2 3 4 5 points)

_____ labeled with source (0 1 2 3 points)

_____ labeled with page number (0 1 2 3 points)

_____ labeled with outline topic (0 1 2 3 points)

_____ DQ, paraphrase done correctly (0 1 2 3 4 points)

_____ Outline adequate (0 1 2 3 points)

_____ **General form (total 13 points)**

_____ Title page heading (0 1 2 points)

_____ Running head and page numbers (0 2 points)

_____ Double spaced (0 2 points)

_____ 1" margins (0 1 2 3 4 points)

_____ Correct font (0 1 pt)

_____ Correct font size (0 1 pt)

_____ No extra space between paragraphs (0 1 pt)

_____ **Sources (total 23 points) ***Required to pass**

- _____ 5 sources turned in (0 7 points) ****
- _____ one periodical (magz, newspaper, journal, etc.) (0 1 point) ***
- _____ one internet source (0 1 point) ***
- _____ one book source (0 1 point) ***
- _____ one primary source (personal, survey, court records, interview, etc.) (0 1 point) ***
- _____ all sources turned in, print outs (0 2 points) ***
- _____ sources blended (0 1 2 3 4 5 points) ***
- _____ sources documented are listed and sources listed are documented (0 5 points) ***

_____ **In-text Citation (total 33 points) ****Required to pass**

- _____ use of valuable direct quotes – appr. 3 quotes per page (0 1 2 3 4 5 6 7 8 9 10 points)
- _____ use of valuable paraphrases (0 1 2 3 4 5 points)
- _____ long quote form correct (0 5 points)
- _____ punctuation correct in parentheses (0 1 2 3 points)
- _____ correct info in parentheses in correct order (0 1 2 3 4 5 points)
- _____ 5 properly set up pages (0 5 pts) ******Required: body of paper must be 5 full pages**

_____ **Works cited page (10 points) ***Required to pass**

- _____ title correctly centered (0 1 point)
- _____ alphabetically listed (0 1 point)
- _____ order of information correct (0 1 point)
- _____ punctuation correct (0 1 point)
- _____ capitalization (0 1 point)
- _____ italics correct (0 1 point)
- _____ page number correct and running head (0 1 point)
- _____ double spaced with no extra spaces (0 1 point)
- _____ indented second line of entry (0 1 point)
- _____ publisher in short form (0 1 point)

_____ **Form Grade (100 points) Redo_____**

Research Paper Content

____ Introduction Strong (10 points)

____ Thesis clearly stated (0 5 points)

____ Intro paragraph introduces topics in paper and controls (0 1 2 3 4 5 points)

____ Thesis supported-Sources used to support thesis (0 1 2 3 4 5 6 7 8 9 10 points) ***Required

____ Organization evident and easily followed (0 1 2 3 4 5 6 7 8 9 10 points)

____ Transitions connect ideas logically and clearly (0 1 2 3 4 5 6 7 8 9 10 points)

____ Subject covered thoroughly - not a series of copied note cards (0 1 2 3 4 5 6 7 8 9 10 points)

____ Understanding and documentation of material evident (25 points)

____ Documentation adequate (no information plagiarized) (0 5 points)***required to pass

____ Quoted material incorporated smoothly (0 1 2 3 4 5 points)

____ Information pulled from several sources (0 1 2 3 4 5 points)

____ Information blended from several sources (0 1 2 3 4 5 points)

____ Demonstrated understanding of material (0 1 2 3 4 5 points)

____ Conclusion (total 10 points)

____ Logically follows thesis and strong (0 1 2 3 4 5 points)

____ Introduces no new ideas (0 5 points)

____ Mechanics (total 15 points)

____ Spelling and word usage correct (0 1 2 3 4 5 points)

____ Punctuation correct (0 1 2 3 4 5 points)

____ Grammar correct (0 1 2 3 4 5 points)

____ Content Grade (100 points)

Due: Tuesday, Nov. 4, 2014

Personal Reflection Rubric**_____ Introduction Strong (10 points)**

_____ Thesis clearly stated (0 5 points)

_____ Intro paragraph introduces topics in paper and controls (0 1 2 3 4 5 points)

_____ Thesis supported (0 1 2 3 4 5 6 7 8 9 10 points) *required to pass****_____ Three or less properly formatted pages (0 5 point) *** required to pass****_____ Organization** evident and easily followed (0 1 2 3 4 5 6 7 8 9 10 points)**_____ Transitions** connect ideas logically and clearly (0 1 2 3 4 5 6 7 8 9 10 points)**_____ Subject covered thoroughly** (total 20 points)

_____ explains choice of topic (0 1 2 3 4 5 points)

_____ reflects on expectations at beginning of process (0 1 2 3 4 5 points)

_____ reflects on the process itself (0 1 2 3 4 5 points)

_____ reflects on the outcome and what was learned (0 1 2 3 4 5 points)

_____ Future Application of Acquired Knowledge - projection of future concerns/interests/

questions/research / generation of new questions/ideas/solutions/

suggestions (0 1 2 3 4 5 6 7 8 9 10 points)

_____ Conclusion (total 10 points)

_____ Logically follows thesis and strong (0 1 2 3 4 5 points)

_____ Introduces no new ideas (0 5 points)

_____ Mechanics (total 15 points)

_____ Spelling and word usage correct (0 1 2 3 4 5 points)

_____ Punctuation correct (0 1 2 3 4 5 points)

_____ Grammar correct (0 1 2 3 4 5 points)

_____ Response Rubric Grade (100 points) Due:**No redo option for reflection!**

