The portfolio items must be turned in inside of a file folder. This component will count as a separate 50-point Formal grade. Each item should be placed in the following order:

ITEM. DESCRIPTION and POINTS WORTH DUE DATE TURNED IN (teacher initial)

|  |  |  |
| --- | --- | --- |
| **Topic approval form**: Given to students on 8.26. Students were taken to MC in September to carry out initial topic research. (5 points) | 10.28/10.29 |  |
| **Working bibliography:** A MLA formatted bibliography of all the possible sources the student will use in her paper. The working “bib” should contain at least 15 sources, some of which may not be used on the final draft of the paper. (5) | 11.5/11.6 |  |
| **Outline**: The outline will either be student generated or follow a teacher-approved format. It should contain the breadth of the paper and indicate the direction in which the student is taking his paper. (5) | 11.18/11.19 |  |
| **First three pages (initial rough draft):** The first draft of the paper needs to be at least three pages but can be more extensive. Student should be demonstrating that her research is valid, her paper is well-written and follows MLA guidelines. This draft can make use of the research initially carried out and documented in the working bib as well as further research. (10) | 12.1/12.2 |  |
| **Final rough draft:** A final rough draft should be submitted of the student’s paper. This draft should include a Works Cited page, the student-generated graphic and be as close to the finished product as possible. Six to 8 pages is the required length. (10) | 12.17/12.18 |  |
| **FINAL PAPER DUE:** MLA formatted, Works Cited page, at least five documented sources (one primary source noted in bold), thesis statement in bold, a student-generated visual, 6-8 pages. (10) | 1.6/1.7 |  |
| **This checklist/Portfolio:** This checklist should be included with your portfolio. Your portfolio will be a 50 point test grade. Provided all items are turned in with your portfolio and all items were on time, you will receive a 100. Hurray. (5) | 1.6/1.7 |  |

I have not altered this checklist and am submitting my original work.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The research-based essay can be constructed from any genre, as specified by the English teacher. Your paper will be argumentative.
2. Each essay must cite a minimum of ten different sources. Encyclopedias and other general resources are not acceptable, including current, technological reference bundles. Students should strive for variety and balance in their selections.
3. Essays should be approximately eight to ten pages of text.
4. **The thesis statement should be in bold-faced type.**
5. Sources should include at least one primary source, such as original documents, authoritative interviews, or analytical data based on interviews. Primary sources add immediacy and relevance to the research. Students whose primary sources are individuals should note in the text or annotate in the works cited entry the person’s area of expertise. **NOTE: Students should identify primary sources with bold-faced type in the list of works cited.**
6. Students should learn to interpret research in terms of possible bias and to examine research in terms of validity. This examination is especially important when students are using on-line sources.
7. Research should take a variety of forms, both primary and secondary, traditional and non-traditional. Students may design, administer, and analyze surveys, conduct interviews of experts, access on-line databases, or consult portable database products. Students should tailor the type of research to their topic of research to ensure a reasonable balance of sources.
8. Students should be cautioned not to rely solely on on-line sources.
9. Students must carefully document all research information they cite in their papers. This should include parenthetical documentation within the paper and a list of works cited at the end of the paper.
10. Students should access the most recent edition of the *MLA Handbook for Writers of Research Papers* for guidelines for appropriate documentation.

Students should be thoroughly informed of research ethics and the serious consequences of plagiarism.