

APPENDIX I

GE117 – Composition I Project

Project Introduction

The project for this course will walk you through the development of a research paper. You will use the writing process and the concepts covered in this course to write the research paper.

The research project is designed in parts so that you will have an opportunity to practice the Continuous Improvement Model, which simply means that you will take the project one step at a time, and will not fall into the number one pit of writing a research paper: the deep dark pit known as *procrastination*.

Project Objectives

The final goal of this project is to produce a well-written research paper based on a causal analysis that demonstrates understanding of the following course objectives:

- Demonstrate the ability to use the writing process in completing a variety of assignments.
- Demonstrate the ability to analyze an audience and select an appropriate written communication style including the essential elements and write a model of each type.
- Develop writing strategies and problem-solving techniques in the writing process, creating clear, concise, and effective written communications.
- Effectively and efficiently use the ITT Tech Virtual Library.
- Prepare a research paper, demonstrating the ability to use a variety of sources.
- Synthesize information from a variety of sources into a new document.
- Demonstrate the ability to analyze problems and propose solutions through writing a variety of professional reports and documents.

Grading

Please go through the below project description carefully. The project is composed of **5 parts**.

- The project accounts for **35% of the course grade**.
- Part 1 and 4 are not graded.
- Part 2 = 7%; Part 3 = 8%; Part 5 = 20%

Project Part	Assigned	Due	Attempts	Grade as
1. Selecting and Narrowing the Topic	6	6	2*	Un-graded
2. Declaring Your Audience, Research, and Thesis Statement	7	8	2*	Project Part 2
3. Draft	8	9	2*	Project Part 3
4. Revision	9	10	1	Un-graded
5. Refinement		11	1	Project Part 5

* You must submit a first attempt in order to be allowed a second attempt.

Tip 1: Any part can be turned in early, but in the ordered list above. You may be the type of person who wants to get things done so you may want to turn in deliverables early to have more time for revision and refinement. You should also wait for comments on each step before turning in the final paper. On the other hand, you may need the milestones to keep you going. Whatever your style of working, be sure to budget your time so you can give this project a focused effort.

Tip 2: Note that Part 1 and Part 4 will not be graded. It is highly recommended you submit them to your instructor for feedback to avoid wasted effort down the road.

Tip 3: You may submit Parts 1, 2, and 3 twice in the Continuous Improvement Model. If you submit it the second time, the grade will be based only on the second attempt. Note that the first submission will be overwritten when submitted the second time so **be sure you keep copies of your work**. Remember, you must submit a first attempt in order to be allowed a second attempt.

Tip 4: As always, if you get confused about the project, be sure to contact your instructor through “Ask Your Instructor.”

Project Part	Requirements of Project Part
Part 1 Selecting and Narrowing the Topic	<p>CONTINUOUS IMPROVEMENT (APPENDIX III)</p> <p>Introduction:</p> <p>You will select and narrow the topic of your choice this week. You will be using this topic for your research paper which is due at the end of this course. It is <u>highly recommended</u> that you complete this part and submit it to your instructor to receive feedback. You will have only one opportunity to change your topic.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Review pages 518–519 of <i>The Longman Writer</i>, paying close attention to the checklist. 2. Determine a general topic that interests you. Choose a contemporary, controversial topic. <p style="margin-left: 40px;">Tip 1: Use the techniques covered in this course for brainstorming and selecting a topic. The topic should be one about which you have interest in learning more. Try to avoid topics that, as you can imagine, your instructor has seen too many times, such as the legality of abortion, death penalty, gay marriage. Although there is nothing wrong with addressing a common topic, instructors will not find yet another paper on the issue very interesting unless you can think of a truly original slant on the topic.</p> <p style="margin-left: 40px;">Tip 2: You can discuss your thoughts with your instructor even before you submit this assignment. Just use the “Ask Your Instructor” feature. You may also wish to participate in the Open Course Forum and discuss your topic ideas with your classmates.</p> 3. Use prewriting strategies, for example, free writing, mapping, and questioning to narrow the topic. 4. Write one or two paragraphs including both your general topic and the narrowed topic, and the reasoning behind your selection. <p>Deliverables and format:</p> <p>Submit one or two paragraphs to your instructor in a Microsoft Word document.</p> <p>Font: Arial; 10</p> <p>Line Spacing: Double</p> <p>File Name: <i>last-name-first-initial_Project1.doc</i></p> <p>Number of attempts allowed: 2</p> <p>Assigned: Week 6 Due: Week 6</p> <p>Grading Weight: Un-graded</p>

CONTINUOUS IMPROVEMENT MODEL (APPENDIX III)

Introduction:

This week you need to start the preliminary research for your paper. You will complete three tasks: First you will declare your audience. Second you will turn in an annotated bibliography including a minimum of three sources. Finally, you will write your thesis statement.

Task 1: Declaration of Audience

We have already discussed the importance of knowing your audience. Select one from the audience list, and write one or two sentences declaring the audience to whom you will write your paper.

- Experts in the field of your topic; for example a paper presented to a professional organization.
- Other college students who have demonstrated interest in the topic but have not studied it.
- A political group with mixed feelings about the topic.
- A group who generally opposes your position.
- A group who generally agrees with your position.
- Readers of a newspaper's editorial page.
- Individuals who feel passionately about your topic.

Task 2: Annotated Bibliography

An annotated bibliography is an organized list of sources, each of which is followed by a brief note or "annotation." Annotations should include the following:

- Describe the content and focus of the book, article or website.
- Suggest the source's usefulness to your research.
- Evaluate its method, conclusions, and reliability.
- Record your reactions to the source.

Complete the Task 2: Annotated Bibliography following the steps below:

- 1) Use the research techniques covered in this course to search the ITT Tech Virtual Library and the Internet for 3 to 5 secondary sources. Please note: You will probably have more sources you turn in this week.
 - **Tip:** Refer to section 54b in the *Prentice Hall Reference Guide*.
- 2) Identify the sources which are accurate, credible, comprehensive, relevant, representative, and timely for your selected topic.
 - **Tip 1:** Refer to the Checklist for Evaluating Content found on page 367 of the *Prentice Hall Reference Guide*.
 - **Tip 2:** Review pages 370–377 of the *Prentice Hall Reference Guide*.
- 3) Write an annotated bibliography, including 3 to 5 secondary sources. Use MLA documentation for the sources.
 - **Tip:** Make sure notes are clear so that you will avoid plagiarism. Review pages 378–398 of the *Prentice Hall Reference Guide*.

Task 3: Thesis Statement

After completing your preliminary research, now you are ready to write your thesis statement.

Your thesis statement must meet the following criteria:

- Must limit your topic.
- Must incorporate your point of view.
- Must be applicable to the Causal Analysis pattern of development. Refer to #4 on page 384 in *The Longman Writer*.
 - **Tip:** Your entire paper is based on this statement. Do not try to write a thesis statement without conducting preliminary research.

Check It First

BEFORE SUBMITTING YOUR DECLARATION OF YOUR AUDIENCE, YOUR

ANNOTATED BIBLIOGRAPHY, AND YOUR THESIS STATE

- Did you annotate 3 to 5 sources, remembering that the annotations do the following:
 - Describe the content and focus of the book or article.
 - Suggest the source's usefulness to your research.
 - Evaluate its method, conclusions, and reliability.
 - Record your reactions to the source.
 - Include MLA documentation for each.
- Did you write a thesis statement that limits your topic and incorporates your point of view?

Deliverables and format:

Submit a Microsoft Word document including:

1. A sentence or two declaring the audience to whom you will write your paper
2. Annotated bibliography with 3-5 sources
3. Thesis statement

Font: Arial; 10

Line Spacing: Double

File Name: *last-name-first-initial_Project2.doc*

Number of attempts allowed: 2

Assigned: Week 7 **Due:** beginning of class, Week 8

Grading Weight: 7%

Part 3
Draft

CONTINUOUS IMPROVEMENT MODEL (APPENDIX III)

Introduction

You should have completed your research phase this week. This week, you will also begin writing the first draft of your research paper.

Tasks

1. Determine 3 patterns of development for your supporting paragraphs that will support your thesis statement.
 - **Tip 1:** Refer to page 65–75 in the *Longman Writer*.
 - **Tip 2:** You might end up changing your paragraphs and patterns of development later in the writing process, depending on what works best with all the elements of your writing and your paper. However, choose three now to get you going. Don't worry – this is your first draft. It isn't supposed to be perfect!
 - **Tip 3:** Cite your information! This is important to avoid plagiarism, but also – the more practice you get, the easier it will become. If you have questions, ask your instructor and refer to your textbooks.
2. Determine your main topic sentences that relate to your thesis statement.
3. Provide evidence for each topic sentence. Your evidence should be:
 - *Relevant and Unified*
 - *Specific*
 - *Adequate*
 - *Accurate*
 - *Dramatic*
 - *Representative*
4. Write a minimum of 5 supporting paragraphs using a minimum of 3 patterns of development. Your paper must be a causal analysis.

Tip: Check the following:

 - *Do the supporting details explain fully what you want to say?*
 - *Are specific words used to help explain the topic fully?*
 - *Do the word choices clarify the meaning?*
 - *Does the tone fit the audience?*
 - *Is the organizational strategy logical and does it fit your purpose?*
 - *Do all the sentences support the topic sentence?*
 - *Do the sentences flow smoothly with transitions between one and the next?*
5. Include an introduction and conclusion paragraph.

- **Tip:** Refer to pages 76–81 in *The Longman Writer*.
6. Include documentation information, using the MLA style of parenthetical citation and Works Cited.
 - **Tip:** Make sure it looks like the works cited on page 462 in the *Prentice Hall Reference Guide* (titled, hanging indent, alphabetized by either the last name of the author or, if there is no author, the first word of the title other than “a,” “an,” or “the,” and double-spaced).
 7. Cite all “borrowed” information properly after each instance.

Check It First

Before submitting your paper, check it first!

General:

- Did you include your thesis statement?
- Did you write five different patterns of development?
- Does each topic sentence relate to the thesis statement?
- Do the topic sentences communicate your main points and clarify the parameters?
- Is your evidence
 - Relevant and Unified
 - Specific
 - Adequate
 - Accurate
 - Dramatic
 - Representative?

Your paragraphs:

- Do the supporting details explain fully what you want to say?
- Are specific words used to help explain the topic fully?
- Does the word choice clarify the meaning and does the tone fit the audience?
- Is the organizational strategy logical and does it fit your purpose?
- Do all the sentences support the topic sentence?
- Do the sentences flow smoothly with transitions between one and the next?
- Do you include documentation information, using the MLA style of parenthetical citation and Works Cited?

Deliverables and format:

Submit your draft paper containing the above elements in a Microsoft Word document.

Font: Arial; 10

Line Spacing: Double

File Name: *last-name-first-initial_Project3.doc*

Number of attempts allowed: 2

Assigned: Week 8 **Due:** by beginning of class, Week 9

Grading Weight: 8%

Part 4
Revision

Introduction

This week you are revising your research paper for content. Because of this, you will be adding quite a bit more to your paper and you will be thinking about your paper in deeper levels than you had when you created your first draft. Although this is an un-graded activity it is highly recommended that you complete Part 4 and submit it to your instructor. This is the last time you will receive your instructor’s input and help.

Tasks

1. Review the feedback of your draft from your instructor
2. Continue writing paragraphs and expand your paper from 5 paragraphs to 4 pages.
3. Revise your paper for content. Clarify your essay’s purpose and structure.
4. Confirm that each body paragraph provides sufficient and relevant support for your

main ideas.

5. Determine how your audience will respond to your tone and word choice.
6. Complete your Works Cited page.
 - **Tip:** Refer to page 462 in the *Prentice Hall Reference Guide*.
7. Cite all “borrowed” information properly after each instance.
8. Use the revision techniques covered in this course to revise your research paper.
9. Use the [Easy Check It List](#).

Deliverables and format:

Submit your 4-page revision paper, and your Works Cited page in a Microsoft Word document.

Font: Arial; 10

Line Spacing: Double

File Name: *last-name-first-initial_Project4.doc*

Number of attempts allowed: 1

Assigned: Week 9 **Due:** Week 10

Grading Weight: Un-graded

Part 5
Refinement

Introduction

This week you should be completing the editing process of your research paper. Be sure you allow enough time to refine your paper.

Tasks:

1. Refer to the [Easy Check It](#) for a comprehensive checklist for your essay.
2. Review your paper’s structure and logic.
3. Fine tune your Works Cited page.
4. Proofread your paper.
5. Re-read your paper once it has been refined to be sure you haven’t missed anything.

Deliverables and format:

Submit your Research Paper in a minimum of 4 pages and Works Cited page in a Microsoft Word document. Your paper must be a causal analysis.

Format: 1” margins

Font: Arial; 10

Line Spacing: Double

File Name: *last-name-first-initial_ProjectFinal.doc*

Number of attempts allowed: 1

Assigned: Week 11 **Due:** Week 11

Grading Weight: 20%

EASY CHECK IT	Check List
THESIS STATEMENT	
Is the thesis statement clear?	
Does the thesis statement limit my topic?	
Does the thesis statement incorporate my point of view?	
STRUCTURE, ORGANIZATION	
Does the title create interest?	
Is the overall organization of each paragraph logical?	
Is the overall organization of the essay logical?	
Does the conclusion bring the essay to a close?	
Is the overall organization of each paragraph logical?	
Is the overall organization of the essay logical?	
Does the conclusion bring the essay to a close?	
Does the introduction capture the readers' attention?	
UNITY	
Does each body paragraph have a focused topic sentence that relates to the thesis statement?	
Does each body paragraph deal with a single topic?	
Does each body paragraph contain enough detail to explain the topic fully?	
Do the combined paragraphs clearly support the thesis statement?	
COHERENCE	
Are there transitions between sentences within the paragraphs?	
Are there transitions between paragraphs in the essay?	
AUDIENCE	
Have you addressed the audience in an appropriate tone?	
Did you use appropriate words for the audience?	
STYLE/PARAGRAPH VARIETY	
Is your style interesting enough to hold the readers' attention?	
Do paragraph patterns vary?	
DOCUMENTATION	
Did you document borrowed work?	
EASY CHECK IT	
Did you use the proper format for parenthetical citation?	
Did you include Works Cited in MLA style?	
WRITING CONVENTIONS/MECHANICS	
Are your sentences complete and clear?	
Have you checked for spelling and grammatical errors?	