***Waseda English Theme Class Report Grading Checklist***

Students were informed of this checklist (see signed “Document of Course Report Understanding”).

ONLY COMPLETED REPORTS THAT ARE SUBMITTED ON TIME WILL BE ACCEPTED.

COMPLETED REPORTS WILL THEN BE GRADED ON THE LISTED CRITERIA.

Submit your report in two versions: print version and digital version by email (WORD)

Submitted on time? \_\_\_\_ Yes \_\_\_\_ No = ***FAIL!!!***

**🡪 (Note: “Submitted on time” means (1) submitting print version *at the beginning* of the last class and (2) emailing the digital version in Microsoft WORD format *before the beginning* of the last class.)**

メール件名例 / ファイル名例： **Taro Tanaka Friday 4 Final Report**.docx

If you are missing ANY of the following, you get a ZERO! ***COURSE FAILURE!!!***

-- No Report Section 1 (250-word philosopher background)

-- No Report Section 2 (500-word philosophy explanation)

-- No Report Section 3 (250-word philosophy meaning/conclusion)

-- No citations or references

**If ANY plagiarism (剽窃、盗作、コピペ、A.I.) is discovered, you FAIL THIS SEMESTER ! ! !**

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| --- | --- | --- | --- | --- |
| Header: Class name + correct number (left) | **0** |  | **□** | **10** |
| Header: Philosopher name (middle) | **0** |  | **□** | **10** |
| Header: Student name + number (right) | **0** |  | **□** | **10** |
| Footer: Due date (submission date) (left) | **0** |  | **□** | **10** |
| Footer: Page numbers in footer (middle) | **0** |  | **□** | **10** |
| Footer: Word count (all of report) (right) | **0** |  | **□** | **10** |
| Title | **0** |  | **□** | **10** |
| Stapled, upper-left corner? | **0** |  | **□** | **10** |
| This Checklist ***checked*** (stapled at end of printed version) | **0** |  | **□** | **70** |
| Good font choice? | **0** |  | **□** | **10** |
| Good margins? | **0** |  | **□** | **10** |
| Double-spaced? | **0** |  | **□** | **10** |
| Indented paragraphs with TAB key? | **0** |  | **□** | **10** |
| Spaces between words, numbers, punctuation | **0** |  | **□** | **10** |

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| Section 1 (250 words) | **0** |  | **□** | **10** |
| Section 1: more than 250 words? | **0** |  | **□** | **10** |
| Section 1: multiple paragraphs? | **0** |  | **□** | **10** |
| Section 1: entire philosopher’s life? | **0** |  | **□** | **10** |
| Section 1: done correctly? | **0** |  | **□** | **10** |
| Section 1: word count on its own line? | **0** |  | **□** | **10** |
| Section 1: extra line space added? | **0** |  | **□** | **10** |

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| Section 2 (500 words) | **0** |  | **□** | **10** |
| Section 2: more than 500 words? | **0** |  | **□** | **10** |
| Section 2: multiple paragraphs? | **0** |  | **□** | **10** |
| Section 2: done correctly? | **0** |  | **□** | **10** |
| Section 2: word count on its own line? | **0** |  | **□** | **10** |
| Section 2: extra line space added? | **0** |  | **□** | **10** |
| Section 3 (250 words) | **0** |  | **□** | **10** |
| Section 3: more than 250 words? | **0** |  | **□** | **10** |
| Section 3: multiple paragraphs? | **0** |  | **□** | **10** |
| Section 3: done correctly? | **0** |  | **□** | **10** |
| Section 3: word count on its own line? | **0** |  | **□** | **10** |
| Section 3: 90% student explanation for influence? | **0** |  | **□** | **50** |
| Section 3: good argument for influence? | **0** |  | **□** | **10** |

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| Grammar | **10** | **20** | **30** | **40** | **50** |
| Vocabulary | **10** | **20** | **30** | **40** | **50** |
| Sentence construction | **10** | **20** | **30** | **40** | **50** |

|  |  |
| --- | --- |
| No citations? No references? | **AUTOMATIC FAILURE** |
| Machine translation / copy-paste / A.I.? | **AUTOMATIC FAILURE** |
| Versions not submitted on time? | **AUTOMATIC FAILURE** |

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| Citations |  |  |  |  |
| Style OK? (author last name, date, Romaji if needed) | **0** |  | **□** | **20** |
| Correct placement (at least one for each  paragraph that uses references info)? | **0** |  | **□** | **50** |

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| At least 5 references? |  | **0** |  | **□** | **50** |
| References have all necessary information?  Author last name written first?  Alphabetical order by author last name?  No “Reference #1”, Japanese references  written in Japanese, etc.  Citation + reference names match 100%? |  | **0**  **0**  **0**  **0**  **0** |  | **□**  **□**  **□**  **□**  **□** | **10**  **10**  **10**  **10**  **50** |
| Citation info from correct reference? |  | **0** |  | **□** | **50** |
| Citation used but no reference? |  | **0** |  | **□** | **100** |
| Only approved websites (e.g., no Wikipedia)? |  | **0** |  | **□** | **50** |
| Books included in references? |  | **0** |  | **□** | **100** |

**TOTAL: \_\_\_\_\_\_\_ / 1,100**