

# English: Theme Class Report Grading Checklist

[v24.3]

Students were informed of this checklist (it was **explained in class** + **mentioned during draft checks**).

- ❖ Only COMPLETED reports submitted ON TIME are accepted.
  - ON TIME = 2 versions submitted BEFORE class starts on **the last day of the semester**.
  - Completed report = **print version** and **digital version by email (Microsoft WORD)**
- ❖ Late reports = failure of the class.
- ❖ Reports will then be graded by the checklist.

**The report needs 3 sections: 250 words + 500 words + 250 words = 1,000 words**

Course failure comes from:

**DO NOT USE A.I. or ChatGPT**

- No citations or references
- Basically only TRANSLATING sources instead of PROCESSING them
- **ANY** A.I. use (either to write the report or to improve sentence grammar or vocabulary)
- **ANY** plagiarism (剽窃、盗作、コピー、A.I. writing)

-- -- -- -- Microsoft WORD tools (spelling, grammar check, etc.) are **\*\*\* OK \*\*\*** to use. -- -- -- --

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

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Below is the checklist. **Students:** put a ☒ in the boxes to be assured your report is safe!

Header: Class name + <u>correct</u> number	(left side)	0	<input type="checkbox"/>	10
Header: Philosopher name	(middle)	0	<input type="checkbox"/>	10
Header: Student name + number	(right side)	0	<input type="checkbox"/>	10
Footer: Due date ( <u>submission date</u> )	(left side)	0	<input type="checkbox"/>	10
Footer: Page numbers <u>in footer</u>	(middle)	0	<input type="checkbox"/>	10
Footer: Word count ( <u>all of report</u> )	(right side)	0	<input type="checkbox"/>	10
Title		0	<input type="checkbox"/>	10
Stapled, upper-left corner?		0	<input type="checkbox"/>	10
This Checklist <b><u>checked</u></b> ( <input checked="" type="checkbox"/> )	(stapled at end of print version)	0	<input type="checkbox"/>	70
Good font choice?		0	<input type="checkbox"/>	10
Good margins?		0	<input type="checkbox"/>	10
Double-spaced?	(true double-space, not fake double-space)	0	<input type="checkbox"/>	10
Indented paragraphs with TAB key <b><u>only</u></b> ?		0	<input type="checkbox"/>	10
Spaces between words, numbers, punctuation		0	<input type="checkbox"/>	10

<b>Section 1</b>	(250-word philosopher background)	0	<input type="checkbox"/>	10
More than 250 words?		0	<input type="checkbox"/>	10
Multiple paragraphs?		0	<input type="checkbox"/>	10
Entire philosopher's life?		0	<input type="checkbox"/>	10
Done correctly?		0	<input type="checkbox"/>	10
Word count on its own line?		0	<input type="checkbox"/>	10
Extra line space added?		0	<input type="checkbox"/>	10

<b>Section 2</b>	(500-word philosophy explanation)	0	<input type="checkbox"/>	10
More than 500 words?		0	<input type="checkbox"/>	10
Multiple paragraphs?		0	<input type="checkbox"/>	10
Done correctly?		0	<input type="checkbox"/>	10
Word count on its own line?		0	<input type="checkbox"/>	10
Extra line space added?		0	<input type="checkbox"/>	10
<b>Section 3</b>	(250-word philosopher influence/impact)	0	<input type="checkbox"/>	10
More than 250 words?		0	<input type="checkbox"/>	10
Multiple paragraphs?		0	<input type="checkbox"/>	10
Done correctly?		0	<input type="checkbox"/>	10
Word count on its own line?		0	<input type="checkbox"/>	10
90% student explanation for influence?		0	<input type="checkbox"/>	50
Good argument for influence?		0	<input type="checkbox"/>	10

Grammar	10	20	30	40	50
Vocabulary	10	20	30	40	50
Sentence construction	10	20	30	40	50
Any of these made with A.I. or other resources?	AUTOMATIC		FAILURE		

No citations? No references?	AUTOMATIC	FAILURE
<b>ANY</b> machine translation / copy-paste / A.I.?	AUTOMATIC	FAILURE
Report = just rewording a reference?	AUTOMATIC	FAILURE
Print / WORD reports not submitted on time?	AUTOMATIC	FAILURE

[Citations]				
Style OK?	(author <u>last name</u> , date, Romaji if needed)	0	<input type="checkbox"/>	20
Correct placement?	( <u>at least</u> one per paragraph using reference information / adequately indicates source)	0	<input type="checkbox"/>	50

At least 5 references?		0	<input type="checkbox"/>	50
References have all necessary information?		0	<input type="checkbox"/>	10
Author last name written first?		0	<input type="checkbox"/>	10
Alphabetical order by author last name?		0	<input type="checkbox"/>	10
No "Reference #1", Japanese references written 100% in Japanese, etc.		0	<input type="checkbox"/>	10
Citation + reference names match 100%?		0	<input type="checkbox"/>	50
Citation info from correct reference?		0	<input type="checkbox"/>	50
All citations have associated references?		0	<input type="checkbox"/>	100
Only approved websites?	(e.g., no Wikipedia)	0	<input type="checkbox"/>	50
Books included in references?		0	<input type="checkbox"/>	100

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