***English: Theme Class Report Grading Checklist***

[v25]

This checklist 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 requires 3 sections: 250 words + 500 words + 250 words = 1,000 words**

Course failure comes from:  **DO NOT USE AI (ChatGPT, MT, etc.)**

 -- No citations or references

 -- Basically only TRANSLATING sources instead of PROCESSING them

 -- **ANY** AI use (either to write the report or to improve sentence grammar or vocabulary)

 -- **ANY** plagiarism (剽窃、盗作、コピペ、AI 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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Header in header space Header: Class name + correct number (left side) | **0****0** | **□****□** | **10****10** |
|  Header: Philosopher name (middle) | **0** | **□** | **10** |
|  Header: Student name + number (right side) | **0** | **□** | **10** |
| Footer in footer space Footer: Due date (submission date) (left side) | **0****0** | **□****□** | **10****10** |
|  Footer: Page numbers in footer (middle) | **0** | **□** | **10** |
|  Footer: Word count (all of report) (right side) | **0** | **□** | **10** |
| Title | **0** | **□** | **10** |
| Stapled, upper-left corner? | **0** | **□** | **10** |
| This Checklist ***checked*** ( ☑️ ) (stapled at end of print version) | **0** | **□** | **80** |
| Good font choice? | **0** | **□** | **10** |
| Good margins? | **0** | **□** | **10** |
| Double-spaced? (true double-space, not fake double-space) | **0** | **□** | **10** |
| All paragraphs indented with TAB key **only**? | **0** | **□** | **10** |
| Spaces between words, numbers, punctuation | **0** | **□** | **10** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1** (250-word philosopher background) | **0** | **□** | **10** |
|  More than 250 words? | **0** | **□** | **10** |
|  Multiple paragraphs? | **0** | **□** | **10** |
|  Entire philosopher’s life? | **0** | **□** | **10** |
|  Done correctly? | **0** | **□** | **10** |
|  Word count on its own line? | **0** | **□** | **10** |
|  Extra line space added? | **0** | **□** | **10** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2** (500-word philosophy explanation) | **0** | **□** | **10** |
|  More than 500 words? | **0** | **□** | **10** |
|  Multiple paragraphs? | **0** | **□** | **10** |
|  Done correctly? | **0** | **□** | **10** |
|  Word count on its own line? | **0** | **□** | **10** |
|  Extra line space added? | **0** | **□** | **10** |
| **Section 3** (250-word philosopher influence/impact) | **0** | **□** | **10** |
|  More than 250 words? | **0** | **□** | **10** |
|  Multiple paragraphs? | **0** | **□** | **10** |
|  Done correctly? | **0** | **□** | **10** |
|  Word count on its own line? | **0** | **□** | **10** |
|  90% student explanation for influence? | **0** | **□** | **50** |
|  Good argument for influence? | **0** | **□** | **30** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grammar | **10** |  **20** |  **30** | **40** | **50** |
| Vocabulary | **10** |  **20** |  **30** | **40** | **50** |
| Sentence construction | **10** |  **20** |  **30** | **40** | **50** |
| Any of these made with AI or other resources? | **AUTOMATIC FAILURE** |

|  |  |
| --- | --- |
| No citations? No references? | **AUTOMATIC FAILURE** |
| **ANY** machine translation / copy-paste / AI?Report = just rewording a reference?  | **AUTOMATIC FAILURE AUTOMATIC FAILURE** |
| Print / WORD reports not submitted on time? | **AUTOMATIC FAILURE** |

|  |  |  |  |
| --- | --- | --- | --- |
| **[Citations]** |  |  |  |
|  Style OK? (author last name, date, Romaji if needed) | **0** | **□** | **20** |
|  Correct placement? (at least one per paragraph using reference information / adequately indicates source) | **0** | **□** | **50** |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 100% 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** |
|  No orphaned citations or references? | **0** | **□** | **150** |
|  Only approved websites? (e.g., no Wikipedia) | **0** | **□** | **50** |
|  Books included in references? | **0** | **□** | **100** |

 **TOTAL: \_\_\_\_\_\_\_ / 1,200**