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

[v25]

This checklist was explained in class + mentioned during draft checks.

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| * 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. -- -- -- --

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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** |

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| **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** |

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| **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** |

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| 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** |

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| **[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** |

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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  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**