English: Theme Class Report Grading Checklist

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

❖ Only <u>COMPLETED</u> reports submitted <u>ON TIME</u> are accepted.
  ○ <u>ON TIME</u> = 2 versions submitted <u>BEFORE</u> 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 <u>write the report</u> or to <u>improve sentence grammar or vocabulary</u>)
-- **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.   **<u>Students:</u>** put a ☑ in the boxes to be assured your report is safe!

Header in header space		0	☐	10
Header: Class name + <u>correct</u> number	(left side)	0	☐	10
Header: Philosopher name	(middle)	0	☐	10
Header: Student name + number	(right side)	0	☐	10
Footer in footer space		0	☐	10
Footer: Due date <u>(submission date)</u>	(left side)	0	☐	10
Footer: Page numbers <u>in footer</u>	(middle)	0	☐	10
Footer: Word count <u>(all of report)</u>	(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?	**AUTOMATIC FAILURE**
Report = just rewording a reference?	**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?	0	☐	10
Author last name written first?	0	☐	10
Alphabetical order by author last name?	0	☐	10
No "Reference #1", Japanese references written 100% in Japanese, etc.	0	☐	10
Citation + reference names match 100%?	0	☐	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**