

Senior Capstone Paper Final Submission Checklist

The following checklist is for the student's benefit, allowing him or her to see what areas of strength or weakness exist in the paper. The grade on the rough draft does not transfer automatically to the final draft. In fact, a major component of the final draft grade will derive from the student's addressing of teacher comments throughout the rough draft.

Primary FCA (30 pts)

1. ____ Changes were made from the rough draft to the final submission.

Major FCA's (10 pts each)

2. ____ Supports the controlling idea with details and examples, clearly explaining the central position throughout the paper.
3. ____ Shows evidence of substantial research.
4. ____ Uses quotations from at least three sources using proper MLA in-text citation format.
5. ____ Includes a work cited page in MLA format.
6. ____ Is in MLA format (font, heading etc.); is the proper length; has a clear introduction that explains the topic; clearly states the controlling idea or thesis

Teacher Observations and Suggestions:

Secondary FCA's (2pts Each)

- 7. ____ Uses the outline as a map to provide organization for ideas.
- 8. ____ Has transitions linking major ideas in the text.
- 9. ____ Uses vocabulary and terminology relevant to topic.
- 10. ____ Demonstrates analysis and reflection, not just reporting.
- 11. ____ Addresses counterclaims.
- 12. ____ Includes a concluding paragraph that supports the thesis without providing new information.
- 13. ____ Maintains a formal style an objective tone, including eliminating the use of second person pronouns (you, your).
- 14. ____ Adheres to Standard English conventions of spelling.
- 15. ____ Adheres to Standard English conventions of grammar.
- 16. ____ Uses correct and varied sentence structure.

Totals:

Primary FCA's: _____

Secondary FCA's: _____

Late Points Deduction _____

Grand Total (Grade): _____

*Late paper penalties:	1 day late = -10 pts
	2 or more days late = -20 pts

Teacher Observations and Suggestions:
