

### General Policies

All assignments are due at the beginning of the class period on the date listed below. No late assignment will be accepted for a grade. Any student who misses a due date for an incremental assignment will still be required to finish each of the incremental assignments. Incremental assignments are given a collective value of roughly one-third the total points possible for the research paper. Obviously, doing the assignment in the last few nights will result in an extremely low grade.

I will be collecting both a hard copy and an electronic version. The electronic version must be uploaded to our class site within twenty-four hours of the hard copy due date. In the event that there is some problem printing your assignment, you may upload it to our site before the due date as a temporary means of satisfying the assignment due date. Printer malfunctions, email malfunctions, general malfunctions will not be considered valid excuses for late assignments or lack of assignments. Any student who thinks she might have trouble with the electronic submission of his document should make arrangements with the instructor: scheduling time in the AHCA computer lab or at her local library.

### Group Address, Email, and File Repositories

We will be using a Yahoo account as a means of scheduling, submitting, and cataloguing our assignments. Here are the group details:

Group URL: <http://groups.yahoo.com/group/britlit2007/>  
Group Email: [britlit2007@yahoo.com](mailto:britlit2007@yahoo.com)

### Research Paper Incremental Assignment Due Dates and Descriptions

Third Quarter

(1) Thesis Proposal **Due Wednesday, January 24**—20 points (See S.T.A.1 on the syllabus schedule and a brief description in the PowerSchool list of assignments)

The subject of the paper should be selected based on interest and availability of resources. The subject should be relatively narrow. If the subject is too broad, the paper will become either unmanageable or anemic. If it is too narrow, research will be extremely difficult and may not yield enough material. The general subject areas should be centered in literary studies. Use the worksheet (W.S.2 on the syllabus schedule) to move towards selecting a subject and a general approach to your thesis. This assignment is to be turned in as an original hard copy including all appropriate signatures. You will not submit it to the Yahoo group.

(2) Initial Bibliography **Due Wednesday, February 7**—20 points (See S.T.A.2 on the syllabus schedule and a brief description in the PowerSchool list of assignments)

The initial bibliography consists of at least the first three books and two journal articles, but this is a minimum. You should include as many more than this as you can. This is your chance to do some exploratory research and build a collection of likely sources for your paper. Submit the bibliography in the proper form (i.e., titled, entries in alphabetical order, entries single-spaced within and double-spaced between, observing proper bibliographic form as illustrated in Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, sixth edition or in the *MLA Handbook*, sixth edition). You will submit this assignment as a hard copy and upload it to the Yahoo group.

(3) Reading Log **Due by Friday, February 23**—30 points (See S.T.A.3 on the syllabus schedule and a brief description in the PowerSchool list of assignments)

A log, broadly defined, is a record of some type of activity. In any form it includes dated entries followed by a description of the activity. Registers, logbooks, journals, diaries, minutes, chronicles, record books, and ledgers are log-like. I want your log to record, at a minimum, the dates, hours, and number of pages you have read of the works you selected for your thesis. You could also use the log as a sort of reading journal where you might record general observations, take notes from specific pages of the works, or some other information you will find useful when writing the paper. You will not submit this assignment in hard copy or upload it to the Yahoo group. You will have to bring some form of the assignment to class for an interview

with your instructor where he will peruse your entries and ask questions meant to gauge your critical comprehension of the works you are reading.

(4) Annotated Bibliography *Due by Friday, March 2*—30 points (See. S.T.A.4 on the syllabus schedule and a brief description in the PowerSchool list of assignments)

An annotated bibliography is simply a copy of the working bibliography with notes following each entry—notes that describe the value of each source with respect to your particular research project. What kinds of information does each source contain? What is the position of the author? Is his position consistent with your thesis? What method does the author use to argue her point? What information within the source is exclusive to that source? Where does the author innovate within the subject of critical inquiry? The answer to these questions and other critical questions will form the substance of the annotation. Submit this assignment

Fourth Quarter

(3) Submit the thesis. (due TBA)

The thesis is by now in its embryonic stages. Though it will likely improve over the course of the weeks to come, it must now be precise enough to be considered the basis for a working plan. The thesis must be clearly stated in one sentence. It should be incisive and original in some way. It should include the germ of the whole paper. See the Purdue "Online Writing Lab" at [http://owl.english.purdue.edu/handouts/general/gl\\_lit.html](http://owl.english.purdue.edu/handouts/general/gl_lit.html) for help in choosing a direction for the thesis. This site is an excellent resource. Browse the index of handouts for more helpful suggestions: <http://owl.english.purdue.edu/handouts/general/index.html>.

(5) Submit the revised thesis. (ELECTRONIC COPY ONLY due TBA )

The thesis should now be honed to a fine point. The argument should be adjusted to reflect the data you have thus far collected. The thesis may have changed significantly from its original form. This is appropriate as long as the general subject has not been changed and the student has not completely abandoned the subject without consulted the faculty thesis committee.

(6) Notes. (for your own purposes but possibly spot-checked)

Notes should be taken scrupulously and fastidiously throughout the research process. Some prefer to use note cards to record ideas and quotations from the sources. Note cards are an excellent way to keep notes. I will accept notes on binder paper, but, whatever the medium, notes must be well organized under bibliographic entries. Page numbers must accompany each note, and material that is quoted directly from the source must be set off by quotation marks. Well organized and abundant notes are crucial to a good research paper, and the sloppy recording of notes often leads to unintended plagiarism. *Incidentally, plagiarism is considered unacceptable and will be sufficient reason to flunk any student who flagrantly engages in it.*

(7) Submit the outline. (due 4/20)

The outline of the paper should be written in standard, full-sentence or phrase format. Outline points and sub points should not be vague. They should be concise and descriptive. The outline must be complete down to the paragraph level. See the following site on the process: [http://owl.english.purdue.edu/handouts/general/gl\\_outlin.html](http://owl.english.purdue.edu/handouts/general/gl_outlin.html).

(8) Submit the rough draft. (due TBA)

Writing the rough draft is much less painful if you have followed each step of the research and writing process carefully. Writing the draft requires attention to clarity of expression and the clear transition from one point to the next. The draft should be at least as long as the original paper and in some cases longer. It should include footnotes and a draft bibliography. Later revision will allow you to fine tune the paragraphs and transitions, but the final draft will rarely show a quantum leap in thinking from the original draft.

(9) Revised draft. (for your own purposes but possibly spot-checked)

The process of revision gives you an opportunity to polish the presentation of the paper. You would do well to follow the instructions in the assignment description regarding revision. You should look for punctuation, spelling, and other grammatical mistakes. Make unclear sentences clear. Correct any faulty arguments. Organize the progression of ideas

rhetorically pleasingly. If, on further reading, you should discover any speculative statements that do not seem to be supported by the data, relegate them to a file for further research. In short, you should make every effort to bring the paper to its final form.

(10) Submit the proof copy (ELECTRONIC COPY ONLY due TBA)

The proof copy is the student's chance to submit the paper for the final scrutiny of the instructor. The student will have been consulting the instructor throughout the process, and this final look will likely yield little in the way of substantive suggestions. The instructor will scan the paper for formatting mistakes and report them to the student. **THE INSTRUCTOR WILL ALSO SUBMIT THIS COPY TO A PLAGIARISM PREVENTION SITE AND WILL NOT ACCEPT FOR A GRADE ANY PAPERS THAT SHOW ANY EVIDENCE OF PLAGIARISM.** Remember that I am happy to see your own work, however incomplete you think it might be, rather than have you try to pass someone else's work off as your own.

(11) Submit the final draft. (due TBA)

The final draft is rarely everything the student had hoped it would be. Inevitably, the paper has taken a much different shape than had originally been envisioned by the student. This is not all bad. Though the final product is not perhaps what the student had hoped to deliver, it is, after all, only a paper. Once the student submits the final copy, as perfect in every way as possible, he should relax briefly, and then begin to prepare for the defense. College prep students need not worry about that.