**MLA Format Research Paper**

**Honors English II**

* **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Hour:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Topic:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Source 1 Due:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Source 2 Due:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Source 3 Due:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Reflection Due:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Draft (3 COPIES) Due:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Conference Day:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **FINAL DUE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
| Vocab  Grammar  MLA formatting review  Citing Sources  Discuss reflection assignment | Vocab  Grammar  MLA formatting review  Appropriate sources  Citing Sources | Vocab  Grammar  Subheadings  Practice together  Citing sources practice | Vocab Quiz  Finish previous lessons | Grammar Quiz  Quotes, paraphrases, & summaries  Examples |
| Day 6 | Day 7 | Day 8 | Day 9 | Day 10 |
| Vocab  Grammar  Academic honesty What is common knowledge? | Vocab  Grammar  Academic honesty examples & practice | Vocab  Grammar  How to integrate sources into paper  Practice (Q, P, S & integrate) | Vocab Quiz  Computer Lab Career quiz & topic ideas | Grammar Quiz  Computer Lab –MLA format first  Source #1: [x] quotes from source to put in paper – separate into subheadings |
| Day 11 | Day 12 | Day 13 | Day 14 | Day 15 |
| Vocab  Grammar  (continued from Day 10)  Computer Lab | Vocab  Grammar  Use student examples of quotes to show how to introduce & explain – then students practice together | Vocab  Grammar  Source #2: [x] paraphrases from source to put in paper – separate into subheadings  Computer Lab | Vocab Quiz  (continued from Day 13)  Computer Lab | Grammar Quiz  Together: use student examples of quotes  paraphrases & how to cite and introduce – then students practice together |
| Day 16 | Day 17 | Day 18 | Day 19 | Day 20 |
| Vocab  Grammar  Source #3: students are on own to find final source & utilize [x] quotes OR paraphrases in paper  Computer Lab | Vocab  Grammar  (continued from Day 16)  Computer Lab | Vocab  Grammar  Writing Introduction & Conclusion  Student practice with own papers & write them out on notebook paper | Vocab Quiz  Type introduction & conclusion – find hook!  Computer Lab | Grammar Quiz  Draft  **REFLECTION DUE** |
| Day 21 | Day 22 | Day 23 | Day 24 | Day 25 |
| Vocab  Grammar  Draft | Vocab  Grammar  Peer editing & plagiarism check  (Computer Lab)  Conferences with me | Vocab  Grammar  Peer editing & plagiarism check  (Computer Lab)  Conferences with me | Vocab Quiz  Grammar Quiz  Students edit/revise papers  (Computer Lab)  Conferences with me | Students edit/revise papers  (Computer Lab)  Conferences with me  **PAPERS DUE** at end of hour |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pts | Content / Focus | Organization | Evidence / Support | Language / Vocabulary | Conventions |
| A | Response is fully sustained & consistently & purposefully focused:   * Controlling idea or main idea of a topic is focused, clearly stated, and strongly maintained (thesis statement) * Controlling idea or main idea of a topic is introduced and communicated clearly within the context | The response has a clear and effective organizational structure creating unity and completeness:   * Use of a variety of transitional strategies * Logical progression of ideas from beginning to end * Effective introduction and conclusion for audience and purpose   Strong connections among ideas, with some syntactic variety | The response provides thorough and convincing support / evidence for the controlling idea or main idea that includes the effective use of sources, facts, and details. The response achieves substantial depth that is specific and relevant:   * Use of evidence from sources is smoothly integrated, comprehensive, and concrete * Effective use of a variety of elaborative techniques | The response clearly and effectively expresses ideas, using precise language:   * Use of academic and domain-specific vocabulary is clearly appropriate for the audience and purpose | The response demonstrates a strong command of conventions:   * Few, if any, errors are present in usage and sentence formation * Effective and consistent use of punctuation, capitalization, and spelling |
| B | The response is adequately sustained and generally focused:   * Focus is clear and for the most part maintained, though some loosely related material may be present * Some context for the controlling idea or main idea of the topic is adequate | The response has an evident organizational structure and a sense of completeness, though there may be some minor flaws and some ideas may be loosely connected:   * Adequate use of transitional strategies with some variety * Adequate progression of ideas from beginning to end * Adequate introduction and conclusion * Adequate, if slightly inconsistent, connection among ideas | The response provides adequate support / evidence for the controlling idea or main idea that includes the use of sources, facts, and details:   * Some evidence from sources is integrated, though citations may be general or imprecise * Adequate use of some elaborative techniques | The response adequately expresses ideas, employing a mix of precise with more general language:   * Use of domain-specific vocabulary is generally appropriate for the audience and purpose | The response demonstrates an adequate command of conventions:   * Some errors in usage and sentence formation may be present, but no systematic pattern of errors is displayed * Adequate use of punctuation, capitalization, and spelling |
| C | The response is somewhat sustained and may have a minor drift in focus:   * May be clearly focused on the controlling or main idea, but is insufficiently sustained * Controlling idea or main idea may be unclear and somewhat unfocused | The response has an inconsistent organization structure, and flaws are evident:   * Inconsistent use of transitional strategies with little variety * Uneven progression of ideas from beginning to end * Conclusion and introduction, if present, are weak * Weak connection among ideas | The response provides uneven, cursory support / evidence for the controlling or main idea that includes partial or uneven use of sources, facts, and details:   * Evidence from sources is weakly integrated, and citations, if present, are uneven * Weak or uneven use of elaborative techniques | The response expresses ideas unevenly, using simplistic language:   * Use of domain-specific vocabulary that may at times be inappropriate for the audience and purpose | The response demonstrates a partial command of conventions:   * Frequent errors in usage may obscure meaning * Inconsistent use of punctuation, capitalization, and spelling |
| D | The response may be related to the topic but may provide little or no focus:   * May be very brief * May have a major drift * Focus may be confusing or ambiguous | The response has little or no discernable organizational structure:   * Few or no transitional strategies are evident * Frequent extraneous ideas may intrude | The response provides minimal support / evidence for the controlling idea or main idea that includes little or no use of sources, facts, and details:   * Use of evidence from the source material is minimal, absent, in error, or irrelevant | The response expression of ideas is vague, lacks clarity, or is confusing:   * Uses limited language or domain-specific vocabulary * May have little sense of audience and purpose | The response demonstrates a lack of command of conventions:   * Errors are frequent and severe and meaning is often obscure |

**\*This rubric does NOT include points missed for errors in MLA formatting (1/2-1 point per error) – no more than 10% of paper will be subtracted for MLA errors.**

**MLA Formatting Review:**

* 12 point, Times New Roman font (which looks like this)
* 1” margins all around paper (see this entire packet for example)
* Double spaced – *without* extra space between paragraphs

How to get rid of “extra space between paragraphs”

* 1. Right click mouse
  2. Select “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”
  3. Under “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” – make sure there is \_\_\_\_ pt **before** & **after**
  4. Click on “OK”
* Left-hand header – *this does NOT go in the “header” but rather at the top of the regular page*

This is what your top, left-hand header should look like (without the numbers):

* 1. Your Name
  2. Mrs. Harden
  3. English II.#
  4. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_
* Right-hand header – *this DOES actually go in the “header”*

How to insert page number & last name:

* 1. Click on “\_\_\_\_\_\_\_\_\_\_\_\_” at the top of the page (next to “home”)
  2. In the “header & footer” section, click on “\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_”
  3. Select “\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_” and go to “plain number 3”
  4. Type your last name in front of the page number and hit spacebar once
* Title – *with correctly capitalized words (see below for example)*
  1. Centered
  2. Also in 12 point, Times New Roman font
  3. Do NOT **bold** or underline or *italicize* your title
* Without any of your essay, your front page will look like this:

Lastname 1

Firstname Lastname

Mrs. Harden

English II.#

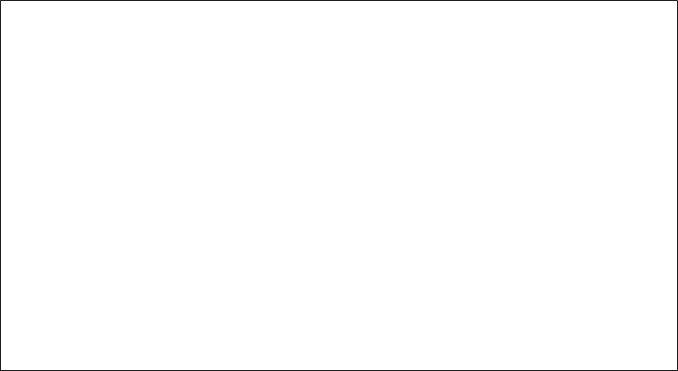
\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Unique Title Related to My Research Topic

**MLA Formatting Practice (5):**

**Fill in** the appropriate information below on the piece of paper – “title” is done for you:

* Mrs. Harden
* Your last name & page number
* The class
* Your first name & last name
* Essay due date in correct date format



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_Title\_\_\_\_\_

**Hand in to Mrs. Harden.**

**Finding & Using Appropriate Sources:**

1. Sources You **CAN** Use
   1. A website or webpage that ends in **.org**, **.gov**, or **.edu** (these are the **ONLY** acceptable endings)
   2. EBSCOhost articles (*just make sure that you can get the full article*)
   3. Book, encyclopedia, or other print media (not published on the web)
2. Sources You **CANNOT** Use
   1. Any user-submitted site (think Wikipedia, Wiki-anything, Answers.com, ChaCha, About.com)
   2. Any website or webpage that ends in **\_\_\_\_\_\_\_\_\_\_\_\_\_**
   3. Any \_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_ that you cannot get enough information from to determine whether it is reliable or not (No author? No publisher? **No date**? All you have is the title of the webpage and the web address? *NOT OKAY*)
3. Your Research Process
   1. Search for reliable sources.
   2. When you find one that might be reliable, skim the source *before* you write anything down. You want to make sure that it’s usable information.
   3. Using one of your source worksheets (see pages 26-35), go through the checklist to make sure that you can use this source in your paper.
   4. If your source checks out, take notes on the back of your source worksheet.
   5. DON’T FORGET: create your MLA format citation at the bottom of your source worksheet so that:
      1. You can find this source again if you need to get more or different information for your paper.
      2. You can turn in your completed worksheet and have your citation checked for accuracy.
4. DON’T FORGET: you need to have citations in two places for each piece of information that you use from a source…
   1. In-text citation – in parentheses ( ) right next to the information in your paper. It will only be either author’s last name OR title.

Works Cited page – all of the citation information from your source. More on this soon…

**How to Cite Sources in a Paper & Create a Works Cited page:**

1. Once you have a source and use information from it in your paper (whether you quote it or paraphrase it), this is how you cite it (*this is called using “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”)*:
   1. “quote/information from text” (Lastname page#).
   2. paraphrased information from text (Lastname page#)

**OR** if you don’t have an author but only a title:

* 1. “quote/information from text” (“Title” page#).
  2. paraphrased information from text (“Title” page#).

1. Then, cite the information source on a page titled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” – these are the formats for the types of sources you will use (*you need to put these in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ order by the first entry)*:
   1. Entire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lastname, Firstname. *Name of website*. Name of institution/organization that published the site, date of resource creation. Medium of publication. Date of access.

* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_ on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lastname, Firstname. “Name of Webpage.” *Name of website*. Name of institution/organization that published the site, date of resource creation. Medium of publication. Date of access.

* 1. Online database (EBSCOhost type articles)

Lastname, Firstname. “Title of Article.” *Title of Journal the Article was Published In* volume#.issue# (date published): page numbers. *Name of online database*. Medium of publication. Date of access.

* 1. \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or other printed media

Lastname, Firstname. *Title of book*. City of publication, state of publication: Publisher Name, Year of Publication. Medium of Publication.

A works cited page will look like this (alphabetical order & hanging indent):

Works Cited

Lastname, Firstname. “Name of Webpage.” *Name of website*. Name of institution/organization that published the site, date of resource creation. Medium of publication. Date of access.

Lastname, Firstname. *Name of website*. Name of institution/organization that published the site, date of resource creation. Medium of publication. Date of access.

Lastname, Firstname. “Title of Article.” *Title of journal the article was published In* volume#.issue# (date published): page numbers. *Name of online database*. Medium of publication. Date of access.

Lastname, Firstname. *Title of book*. City of publication, state of publication: publisher name, year of publication. Medium of publication.

\*\*\*Also see page 14 for an example works cited page\*\*\*

Some definitions / clarifications for you:

**\*Lastname, Firstname:** author’s last name, first name.

Note: if there is more than one author, it will look like this:

Lastname1, Firstname 1 and Firstname2 Lastname2.

**\*Name of institution/organization:** this will be the research group, university, business, etc. that hosts / supports / helps publish this information. If you can’t find this anywhere else, try looking by the copyright date at the bottom of the page.

**\*Date of resource creation:** the date this source was published.

Note: if there is no date, you cannot use the source.

**\*Medium of publication:** either WEB or PRINT. If you use the computer to find it, it’s Web. If you held the source in your hand, it’s Print.

**\*Date of access:** the date (day month year) that you looked at the source for information.

**\*Title of journal published in:** articles in databases were originally published in print magazines / journals. This would be the title of the original magazine / journal the article was published in. If you need help finding this, get help, don’t just leave it blank. This is *necessary* information.

**\*volume#.issue#: i**t will look like this with actual numbers: 45.2 – this information is *necessary*. If you have trouble finding it, get help.

**\*Name of database:** which database did you use to find this information? (Common options: EBSCOhost, Student Research Center)

Example 1:

Source Information:

Website: Occupational Outlook Handbook from the Bureau of Labor Statistics

Webpage: Physical Therapists

Published: Friday, April 6, 2012

URL: http://www.bls.gov/ooh/healthcare/physical-therapists.htm#tab-3

Information I might use in my paper:

“Physical therapists typically work in private offices and clinics, hospitals, and nursing homes. They spend much of their time on their feet, being active. Some physical therapists are self-employed, meaning that they own or are partners in owning their practice.”

Correct Example for In-Text & Works Cited:

Physical therapists stand most of the day, and they “typically work in private offices and clinics, hospitals, and nursing homes” (“Physical Therapists”).

Works Cited

“Physical Therapists.”*Occupational Outlook Handbook.* Bureau of Labor Statistics, 6 April 2012. Web. 6 February 2013.

Example 2:

Source Information:

Online Database: EBSCOhost

Title of Article: “Engineer Demand Strong, But Economy Constrains Hiring”

Author: Scott Jenkins

Journal Published In: Chemical Engineering

Volume/Issue: 118 Issue 12

Date: November 2011

Page #: 17-20

Information I might use in my paper:

“Many older, experienced engineers have delayed retirement largely because of the shaky stock market — many a retirement account has lost value — and a depressed housing market, says Ropella. Other engineers in the CPI have retired, and then re-entered the chemical industry workforce as independent consultants, Ropella points out.” Page 19

Correct Example for In-Text & Works Cited:

Even though the job outlook for engineers is fair, “many older, experienced engineers have delayed retirement largely because of the shaky stock market” which affects the job outlook for new engineers (Jenkins 19).

Works Cited

Jenkins, Scott. “Engineer Demand Strong, But Economy Constrains Hiring.” *Chemical Engineering* 118.12 (2011): 17-20. *EBSCOhost.* Web. 6 February 2013.

Works Cited

Davis, Thomas M. “The Exegetical Traditions of Puritan Typology.” *Early American Literature* 5.1 (1970): 11-50. *MLA Bibliography*. Web. 18 Apr. 2012.

Lyons, Richard S. “The Methods of *Middlemarch*.” *Nineteenth-Century Fiction*. Vol. 21.1. Jun   
1966: 35-47. *Jstor.* Web. 17 Jul 2011.

“Physical Therapists.”*Occupational Outlook Handbook.* Bureau of Labor Statistics, 6 April 2012. Web. 6 February 2013.

Reynolds, Michael S. *Hemingway’s First War: The Making of* A Farewell to Arms. Princeton, NJ: Princeton UP, 1976. Print.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_

Citing Sources Practice

Source 1 (Online Database):

* Author: Timothy J. Lindenwood
* Title of article: “The Safety Professional as a Student”
* Database: *EBSCOhost*
* Journal published in: *Professional Safety*
* Volume/issue: volume 45 issue 12
* Pages of article: 23-28
* Date published: December 2000
* Medium of publication: Web
* Date of access: March 24, 2014

Source 2 (Webpage):

* Author/editor: n/a
* Title of webpage: “How Can I Use My Major?”
* Title of website: *Career Center University of Missouri*
* Institution/Organization: University of Missouri
* Date: 2014
* Medium of publication: Web
* Access: March 5, 2014

Source 3 (Website):

* Author/editor: n/a
* Title of website: *ExploreHealthCareers*
* Institution/Organization: American Dental Association
* Date: January 30, 2013
* Medium of publication: Web
* Access: February 12, 2013

Source 4 (Book):

* Author: Miranda Harrison
* Title: *Connecting Who You Are with What You’ll Love to Do*
* Publisher: Columbia University Press
* Publishing city, state: New York, NY
* Year: 2007
* Medium of publication: Print

Using the sources provided above, use in-text citations correctly. Then, create a Works Cited page, formatting the source information in correct MLA format (IN ALPHABETICAL ORDER BY FIRST ENTRY & HANGING INDENT).

1. Page 23: “Distance learning communicates most of the same competencies of training, but often without specifically prescribed or targeted outcomes; it also typically leads to in-depth understanding of the subject matter” ( ).
2. “Often, you can get a graduate degree in a field not directly related to your undergraduatedegree and this is an option to explore rather than seeking a double major or dual degree” ( ).
3. “4 of the top 10 fastest growing careers are in health care” ( ).
4. Page 268: “The reports cover 22 job families and 282 specific occupations that can be linked to the O\*NET national occupation database. They cover career choice, career exploration, and career development and are available for use by qualified Type practitioners” ( ).

Works Cited

**Quote, Paraphrase, Summary Notes**

**Quote:**

**Paraphrase:**

**Summary:**

**Academic Writing:**

1. NO-NOs
   1. Personal pronouns (I, my, me, we, us, our, etc.)
   2. Second person pronouns (YOU)
   3. Contractions (can’t  cannot, won’t  will not)

OR abbreviations (USA)

* 1. Slang (awesome, cool, lame, swag, make it rain)
  2. Ambiguous words (things, stuff, whatever, etc)
  3. Exclamation points!!!!!!!!!!!!!!!!!!!!

1. YES
   1. Objective statements (*The physical therapy career is a viable future career.*)
   2. Third person pronouns (he, she, it, they, theirs, etc)
   3. Spelling out all words completely (United States or United States of America)
   4. Proper Standard American English
   5. Be as specific as possible with your wording

Use periods for end punctuation. Period.

**Research Paper Format/Outline:**

(AKA here’s how to format this paper’s information)

1. Introduction
   1. Hook – grab the reader’s attention!
      1. \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ related to your topic
         1. Ex: Twelve percent of the country is out of work, according to the 2012 Gallup poll (Harrison 33). Education and the path to one’s career is greatly affected by the country’s unemployment rate and economy.
      2. Startling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
         1. Ex: All human beings are capable of the most gruesome crimes imaginable. It is only because of the customs and controls of civilization that humans do not become brute savages.
      3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ related to your topic
         1. Ex: “Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness, which most frightens us.” This quote from Nelson Mandela states the hidden nature of a human’s ability to do the impossible.
   2. General summary of topic to connect hook to thesis
   3. Thesis – general statement of topic & the subtopics you’re going to talk about and/or an argument about your career.
      1. Ex: A career in physical therapy will require postgraduate work, provide a stable income and security, and will be viable for years to come.
      2. Ex: Physical therapy is an excellent career choice because it is a secure, viable job.
2. Body paragraphs with subtopic headings (see page 21)
   1. Organization: headings for the subtopics within your overall research topic at the top of each body paragraph
   2. Ex (*pretend the sentences are full paragraphs*):

**Education**

Physical therapy requires an undergraduate degree as well as a graduate degree….

**Career Outlook**

The physical therapy field is expected to grow immensely over the next few years…

1. Conclusion
   1. Restate your thesis
   2. **THIS IS THE ONLY PART OF YOUR PAPER THAT YOU ARE ALLOWED TO USE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (I, my, we, us, our, etc): Discuss the possibility of you achieving the requirements for and succeeding in the career or how the topic relates to your life:
      1. What would it take for you to succeed?
      2. Why will you succeed or not succeed?
      3. Is this career something you still would like to do?
      4. Discuss your observations/reflections from job shadowing.

Works Cited page (*it gets its own, separate page* that doesn’t count towards page count*)*

**How to Write This Research Paper**

1. Career – some suggestions for subtopics and research questions:
   1. Occupational description & duties
      1. What exactly does a person with this career do?
      2. What is a day-in-the-life like? What routine activities are a part of this career?
   2. Working conditions
      1. Where does the work take place?
      2. Mostly standing? Sitting? Lifting?
      3. Coworkers? Independent work? What kinds of interactions will take place?
   3. Qualifications & Education
      1. Educational requirements
      2. High school classes/options to prepare for training/college
      3. Colleges/places that provide the training/degree needed
      4. Personal qualifications (attention to detail? Organization? Etc)
   4. Salary & Benefits
      1. Earnings: beginning/entry-level, median, higher-end
      2. Are supplementary benefits provided (insurance, vacation, etc)?
      3. What expenses might you have to meet in this career field?
      4. Benefits, other than salary/insurance/etc, that you could gain from this career (think character development)
      5. Hazards of this job field
   5. Career Outlook & Viability
      1. Career growth
      2. What will be the need for this career in the next ten or so years?
      3. Advancement opportunities (can you move up from entry-level? How easy is it?)

**Research Paper Assignment & Rubric:**

**FINAL DUE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LATE POLICY:** (see the English Department’s late work policy)

**WORTH:** 50 points (essay grade)

(This does not include the draft, sources, quiz, etc. leading up to the final essay) – Rubric/scoring guide is on page 3 of this packet.

**TOPIC:**

1. Career of your choice

**MAIN REQUIREMENTS:**

1. 2-3 pages double-spaced
2. 3 sources (GOOD sources) – see page 7
3. Sources *must be* published within the last five years – 2009-2014 (*if you can’t find the year*, *you can’t use the source*)
4. MLA format
5. Works Cited page & correct in-text citations for every piece of information that didn’t come from your brain!
6. Career observation reflection (see page 38)



**Example Essays:**

1. #1:
   1. Especially notice:
      1. The subheadings
      2. Check for personal pronouns…does the author use any? Are you able to use any?
      3. The in-text citations
      4. The Works Cited page
      5. MLA formatting
2. #2
   1. What is the thesis? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. What is the first body paragraph’s topic sentence/main idea? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. What is the restated thesis in the conclusion? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. If this author were writing a research paper for Mrs. Harden, what would she need (in other words, what is missing from her paper that Mrs. Harden requires)? Make a list. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_\_\_\_

**Career Quiz Results & Topic Ideas**

1. Go take the Missouri Connections Occupation Sort
   * Here’s the link: <http://www.missouriconnections.org/occsort2/OS_Intro.aspx>
   * Here are the step-by-step directions to get there:
     + Go to Missouriconnections.org
     + Log-in as a guest (choose “Hallsville” and type in “65255”)
     + Hover your cursor over “Occupations” at the top
     + Under “Which occupations match my preferences,” click on “Occupation Sort”
2. When you get results and/or down to 10 occupations or less, list the top five options below:
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Do some preliminary looking around / researching over the top 5 (above) and narrow it down to 2 occupations:
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What will the final career topic of your research paper be?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Source One**

Make sure that you read ALL questions/checkpoints *carefully*.

1. Check yourself (and your source) before you wreck yourself:

* Did you skim over this source to see if it provided relevant information for your research topic?
* Is this a Print or Web source? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If **Web**, is it a Webpage, Website, or Online Database Article (EBSCOhost)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + - If **Webpage** or **Website**, does the URL end in **.edu**, **.gov**, or **.org**?

**Yes** *(circle one)* **No** (if no, go find a different source)

* + - If an **Online Database Article**, what journal/magazine was this article published in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * What volume number & issue was the journal that published this article?
      * Volume #:\_\_\_\_\_\_\_\_\_ Issue #:\_\_\_\_\_\_\_\_\_\_\_\_
* What is the title of this source (article title, webpage title, book title…NOT journal/magazine title)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + **If relevant,** what is the title of the website OR journal/magazine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Who is the author? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What institution or organization publishes this source? If print, who is the publisher? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What is the publication date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What date did you access this source for information? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*There is a back\*\***

2. Take notes from the source below:

|  |  |
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| Subtopic | Notes |
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3. Finally, create a correct MLA format citation for a Works Cited page:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Source Two**

Make sure that you read ALL questions/checkpoints *carefully*.

1. Check yourself (and your source) before you wreck yourself:

* Did you skim over this source to see if it provided relevant information for your research topic?
* Is this a Print or Web source? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If **Web**, is it a Webpage, Website, or Online Database Article (EBSCOhost)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + - If **Webpage** or **Website**, does the URL end in **.edu**, **.gov**, or **.org**?

**Yes** *(circle one)* **No** (if no, go find a different source)

* + - If an **Online Database Article**, what journal/magazine was this article published in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * What volume number & issue was the journal that published this article?
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  + **If relevant,** what is the title of the website OR journal/magazine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Who is the author? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What institution or organization publishes this source? If print, who is the publisher? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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* What date did you access this source for information? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*There is a back\*\***

2. Take notes from the source below:

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| Subtopic | Notes |
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3. Finally, create a correct MLA format citation for a Works Cited page:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Source Three**

Make sure that you read ALL questions/checkpoints *carefully*.

1. Check yourself (and your source) before you wreck yourself:

* Did you skim over this source to see if it provided relevant information for your research topic?
* Is this a Print or Web source? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If **Web**, is it a Webpage, Website, or Online Database Article (EBSCOhost)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + - If **Webpage** or **Website**, does the URL end in **.edu**, **.gov**, or **.org**?

**Yes** *(circle one)* **No** (if no, go find a different source)

* + - If an **Online Database Article**, what journal/magazine was this article published in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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  + **If relevant,** what is the title of the website OR journal/magazine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Who is the author? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**\*\*There is a back\*\***

2. Take notes from the source below:

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| Subtopic | Notes |
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3. Finally, create a correct MLA format citation for a Works Cited page:

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Extra Source Sheet**

Make sure that you read ALL questions/checkpoints *carefully*.

1. Check yourself (and your source) before you wreck yourself:

* Did you skim over this source to see if it provided relevant information for your research topic?
* Is this a Print or Web source? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If **Web**, is it a Webpage, Website, or Online Database Article (EBSCOhost)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + - If **Webpage** or **Website**, does the URL end in **.edu**, **.gov**, or **.org**?

**Yes** *(circle one)* **No** (if no, go find a different source)

* + - If an **Online Database Article**, what journal/magazine was this article published in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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  + **If relevant,** what is the title of the website OR journal/magazine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Who is the author? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**\*\*There is a back\*\***

2. Take notes from the source below:

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| Subtopic | Notes |
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3. Finally, create a correct MLA format citation for a Works Cited page:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Extra Source Sheet**

Make sure that you read ALL questions/checkpoints *carefully*.

1. Check yourself (and your source) before you wreck yourself:

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  + - If **Webpage** or **Website**, does the URL end in **.edu**, **.gov**, or **.org**?

**Yes** *(circle one)* **No** (if no, go find a different source)

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* Who is the author? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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* What date did you access this source for information? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*There is a back\*\***

2. Take notes from the source below:

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| Subtopic | Notes |
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3. Finally, create a correct MLA format citation for a Works Cited page:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conference Checklist**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_\_\_**

**Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Grammar & sentence structure
  + Run-ons/fragments
  + Correct grammar/conventions usage
* Wording
  + Academic language
  + Personal pronouns
  + Second person pronouns
  + Contractions
* Introduction
  + Hook
  + Thesis
* Body paragraph (random)
  + Main idea
  + In-text citation
  + Full explanation of point
* Conclusion
  + Restatement of thesis
  + Personal statement about topic relevance

**Peer Editing Checklist #1**

**Author name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Editor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Correct MLA format?
  + 12 point, Times New Roman Font, double-spaced, 1” margins?
  + Correct left-hand header (student name, Mrs. Harden, English II.#, due date)?
  + Correct right-hand header (last name page #)?
* Title? (NOT “Research Paper” or any variation of that)
  + Title is centered
  + Title is not bolded, underlined, italicized, or a different font type/size?
* Works Cited page?
  + Correctly formatted?
  + “Works Cited” is not bolded, underlined, italicized, or a different font type/size?
* Sources?
  + Are there at least three sources?
  + Are the sources “good” sources? (according to your research paper packet)
  + Is there enough information for each source?
  + How many print sources are there? \_\_\_\_\_\_\_\_\_\_\_
  + How many web sources are there? \_\_\_\_\_\_\_\_\_\_\_
  + What are the dates of each of the sources?
* In-text citations?
  + Are there in-text citations?
  + How many are there? \_\_\_\_\_\_\_\_\_\_\_\_
  + Are they formatted correctly in MLA format?
* Other requirements
  + How many pages does the author have? \_\_\_\_\_\_\_\_\_\_
  + Are there subtopic headings?
* Read through the paper, using the rubric provided, and give the author a grade out of 50.

**Peer Editing Checklist #2**

**Author name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Editor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Correct MLA format?
  + 12 point, Times New Roman Font, double-spaced, 1” margins?
  + Correct left-hand header (student name, Mrs. Harden, English II.#, due date)?
  + Correct right-hand header (last name page #)?
* Title? (NOT “Research Paper” or any variation of that)
  + Title is centered
  + Title is not bolded, underlined, italicized, or a different font type/size?
* Works Cited page?
  + Correctly formatted?
  + “Works Cited” is not bolded, underlined, italicized, or a different font type/size?
* Sources?
  + Are there at least three sources?
  + Are the sources “good” sources? (according to your research paper packet)
  + Is there enough information for each source?
  + How many print sources are there? \_\_\_\_\_\_\_\_\_\_\_
  + How many web sources are there? \_\_\_\_\_\_\_\_\_\_\_
  + What are the dates of each of the sources?
* In-text citations?
  + Are there in-text citations?
  + How many are there? \_\_\_\_\_\_\_\_\_\_\_\_
  + Are they formatted correctly in MLA format?
* Other requirements
  + How many pages does the author have? \_\_\_\_\_\_\_\_\_\_
  + Are there subtopic headings?
* Read through the paper, using the rubric provided, and give the author a grade out of 50.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Career Observation Reflection

You will be responsible for contacting and observing someone who works in the profession that you would like to have some day. You will need to observe / interview this person for *at least* one hour. This is **due one week before your final paper is due**.

Date you observed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time in: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time out: \_\_\_\_\_\_\_\_\_\_\_

Name of person you observed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person you observed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The career I chose to shadow was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What are your primary responsibilities?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. How does your job relate to the overall organization?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What other people do you work most closely with in your job?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. How do you use computers in your job?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. What type of education/training does this job need or require?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. What type of education/training have you had?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. What do you see as the demand for jobs like yours in the future?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. What do you like most about your job?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. What do you like least about your job?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. What is the salary range? What is the typical starting salary and top salary?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. How do you use math, science, social studies, English, computer skills, and

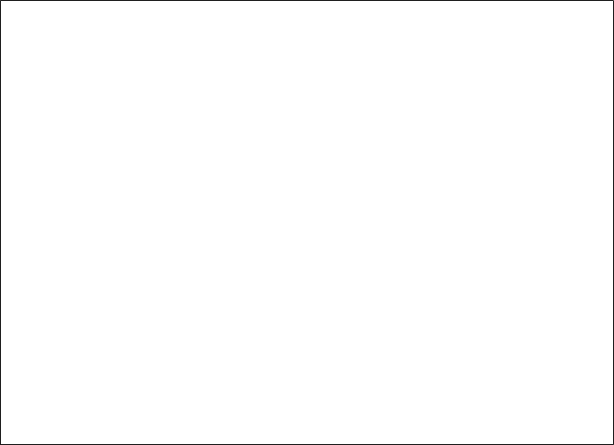
other subjects in your work?

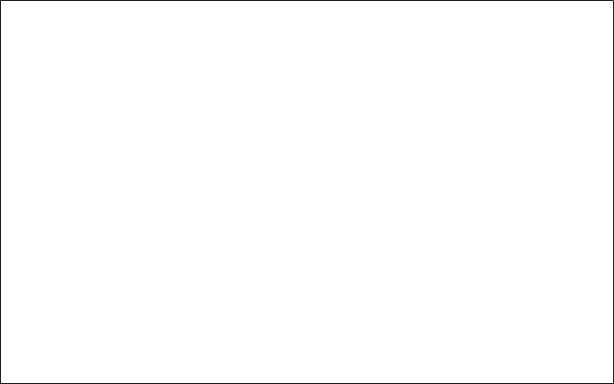
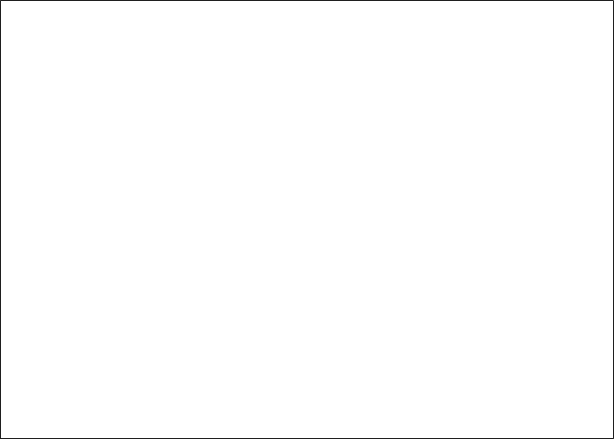
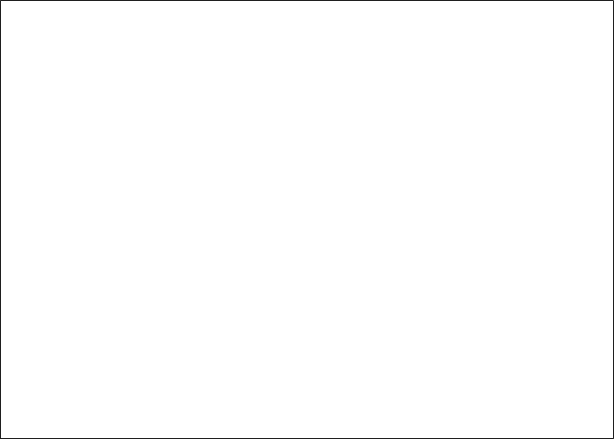
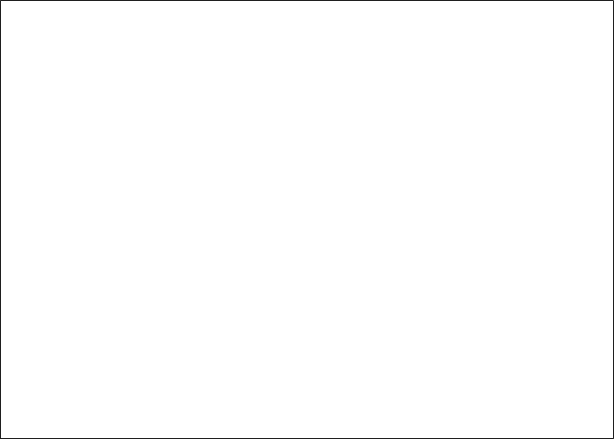
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Are you still interested in this career/profession? Yes \_\_\_\_\_ No \_\_\_\_\_

Why?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HELP ME! (FAQ)**



1. Using quotation marks (“ ”)
   1. **ONLY** when you use word-for-word information from the source. For instance:
      1. You used in your paper**:** “The required degree for a registered nurse is a bachelor’s degree” (citation). – USE QUOTATION MARKS
         1. Original source**:** The required degree for a registered nurse is a bachelor’s degree.
      2. You used in your paper**:** “A bachelor’s degree” is “the required degree” in order to become a registered nurse (citation). – USE QUOTATION MARKS around the words you took exactly from the source
         1. Original source**:** The required degree for a registered nurse is a bachelor’s degree.
      3. You used in your paper**:** Registered nurses must have a four-year degree (citation). – DO NOT USE QUOTATION MARKS (because it’s **not** word-for-word…you put the information in your own words)
         1. Original source**:** The required degree for a registered nurse is a bachelor’s degree.  
              
              
              
            
2. Paraphrasing from an outside source:
   1. Paraphrasing: using information and/or ideas from an outside source but putting the information *in your own words*
   2. You put parentheses ( ) at the end of the information that you used and cite the source using in-text citations.
3. In-text citation information:
   1. Whatever information is first on your Works Cited page for that source goes in the parentheses ( ).
      1. If the first item of information for your source is the author’s last name, that’s what goes in the parentheses (author’s last name).
      2. If the first item on your Works Cited page for the source is the title, that’s what goes in the parentheses (“Title”).
   2. Remember that whatever is in the parentheses should *look the same* as it does on the Works Cited page.
      1. For instance, if the title is in quotation marks “ ” then it should be in quotation marks in the parentheses (“Title”).
      2. If the title of the website is in *italics*, then it should be in *italics* in the parentheses (*Title of website*).  
           
           
           
         
4. If you paraphrase and/or quote more than **1** sentence from an outside source:
   1. At the beginning of the paragraph or sentences, write “According to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” with the name of the author or institution/organization who published the information.
      1. Example: According to the American Dental Association,
   2. At the end of the paragraph or sentences, BEFORE the last period, use parentheses and an in-text citation.
      1. Example: (*“*Dentistry*”*).
      2. Remember that the in-text citation should be whatever comes first on the Works Cited page. That might be the author’s last name or webpage title or website title.
5. I have two (or more) sources that have the same title. How do I list them alphabetically? And/or how do I cite them in my research paper?
   1. You list them alphabetically by whatever comes next.
      1. For instance, you have two sources:
         1. “Physical Therapy.” *Occupational Outlook Handbook*. Bureau of Labor Statistics, 4 April 2012. Web. 11 March 2013.
         2. “Physical Therapy.” *Healthcareers.org*. American Dental Education Association, 2013. Web. 11 March 2013.
      2. You would put #2 **first** alphabetically and #1 **second**.
   2. Then, for your in-text citations, you put the title and the year.
      1. For instance:
         1. (“Physical Therapy” 2012).
         2. (“Physical Therapy” 2013).

