

Paper Evaluation Form

Staple this evaluation form to the top of your paper. Evaluate your work under the “student” column. Do so by placing pluses (+), checks (√) and minuses (-) in the blanks. The symbol “+” means that you have fully met the criterion, a “√” that it is a good job and a “-“ that it is deficient.

CRITERIA	STUDENT	PROFESSOR
Clear Thesis:	_____	_____
Evidence supporting thesis:	_____	_____
Relevant and appropriate use of theoretical concepts:	_____	_____
Appropriate and adequate sources:	_____	_____
Readability: Clarity, cogency, organization	_____	_____
Mechanics: Edited so that very few flaws.	_____	_____
Creative Approach to Topic:	_____	_____

Professor’s Comments:

Grade¹

¹. The following should help you translate the marks into a **rough** letter grade:
7 pluses = A; 6 pluses = A-, etc. down to 1 plus = C as long as all non-pluses are checks. Each minus will cancel out 1 plus so that a net 1 minus = D and a net 2 minuses = F.

- Thesis:** The thesis is your central argument. It should be stated very clearly and within the first paragraph. It should also be restated in your conclusion.
- Evidence:** You must support your main argument with succinctly presented examples or illustrations, statistics or other data which are clear and to the point.
- Conceptualization:** Please include the central concepts of each theory. Concepts (“jargon”) are abstract ideas that are used to characterize, categorize, and distinguish among the phenomena (data). They are used as tools or analytic distinctions to help promote a clearer understanding of the phenomena being discussed.
- Sources:** Your work should reflect a careful reading of both the material assigned in class and the secondary sources used for the research. Footnotes should be used for substantive points, not for referencing. You should reference a source in the text by using the author’s name followed by year of publication followed by a comma followed by the page number. Example (Weber 1879, p. 134).
- Readability:** The paper should be written in a clear, readable style using interesting sentences and appropriate paragraphing. You should avoid the passive voice. The sentences should flow smoothly. Each paragraph should be a logical point and should be introduced with a topic sentence. I recommend, therefore, that you first write an outline to guide the organization. Finally, you should read your essay aloud to see if you can “hear” awkward phrases and sentences. These should be corrected.
- Mechanics:** You are in college. You must follow all rules of spelling, punctuation and syntax. Late papers --- those not handed to me at the beginning of the class meeting --will automatically receive a minus here.
- Creativity:** I look for arguments that go beyond the banal, or which go beyond the already established. I look for independent thinking.