

Intent to Submit the MA-TESL Writing Requirement

TO THE STUDENT: Complete the top half of the form. Print TWO copies of this form and submit them, with TWO copies of your written paper, to your instructor. (NOTE: If you intend to submit a paper written for a summer course not taught by a regular full-time faculty member, you will need to wait until it can be evaluated by a regular full-time faculty member who teaches the same course.)

Name:

Signature:

Course number

Semester/Year:

Course title:

Title of paper:

Course instructor:

NAU campus (Flagstaff/Yuma):

TO THE INSTRUCTOR: Use the criteria on the bottom of this form to grade this paper as either a PASS or FAIL. Indicate your grade in the space below on both cover sheets provided by the student. Then, return one to the student and submit the other sheet and the paper to the English Department. Note that this evaluation must be done by a full-time tenure-track member in the English Department.

Instructor's name:

Instructor's signature:

Date:

Grade (pass/fail):

Comments:

- a) **EFFECTIVE ORGANIZATION:** meaningful introduction, body, and conclusion; a clear and functional thesis which unifies the paper; a sensible order of points and paragraphs
- b) **RATIONALITY:** logic both in specific statements and in the overall argument of the paper; coherence; cohesion
- c) **APPROPRIATE REFERENCING:** proper use of direct and indirect quotes; correct endnoting or footnoting; complete list of references
- d) **OBJECTIVITY:** analysis of the thesis with evidence from several sources and not from purely anecdotal recollections; a professional tone appropriate for academic writing
- e) **SYNTHESIS:** combines evidence from several sources so that information is not just restated but a unique perspective is related
- f) **CORRECT ENGLISH:** absence of errors in spelling, punctuation, sentence structure, and paragraphing; proper use of technical terms; appropriate diction
- g) **FORMAT:** one style sheet should be selected and followed consistently throughout the paper (e.g., APA, LSA, MLA)