**Intent to Submit the MA-TESL Writing Requirement**

**TO THE STUDENT**: Print two copies of this form and fill out the top half on both. Give both copies of this form to your instructor when submitting **2 COPIES** of your written paper. (Please note: If you submit the paper during the summer, 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of paper: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Course instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/year when course was taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:

**Criteria for Grading MA-TESL Writing Requirement Papers as Pass/Fail**

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 no 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 following consistently throughout the paper (e.g., APA, LSA, MLA)