

Final Exam Essay Check List

All students need to put their final drafts through this check list before submitting the essay for a grade.

1. My essay is the minimum length of **1 ½ to 2 pages, five paragraphs** of at least **4-5 sentences** (but not full-page paragraphs), with 12-point Arial font, 1" margins, and double spacing throughout the essay. There is no extra double spacing before or after the title or between paragraphs. I used MSWord and saved as a .doc file.
2. My essay has the correct heading and page numbers. (Review the Essay Format instructions)
3. My paper is completely original, written by me with no outside sources except DVD background material or movie statistic books for background, which I have indicated in my paper, using quotation marks where necessary.
4. I have not threaded any word-for-word passages from sources into my essay without quotation marks and citation. I have not paraphrased any background information without citation.
5. I have carefully reviewed the Academic Honesty Policy in d2l and the syllabus to make sure the essay does not plagiarize any outside sources.
6. I have a good introduction and a strong thesis at the end, which I develop throughout the essay.
7. I have good topic and closing sentences--they are my own and not quotations from any source I've used as support of my developing points. I have good transition between and within paragraphs. All my paragraphs are well developed.
8. I have been sensitive to and respectful of my audience.
9. I have remembered to use logic, facts, truth, and a fair tone.
10. I have not summarized the film but have remembered to follow the assignment directions and focus on two or three aspects that make the film memorable with examples from the film. I did not give away the ending.
11. I have remembered to underline or italicize the title of the film.
12. I have a strong conclusion that leaves the reader with a sense of closure to my essay.
13. I have paid attention to my instructor's comments on my writing all semester and have tried to correct any errors.
14. I took responsibility for my paper, did not procrastinate, but allowed myself time to develop it and to catch errors in content and style. I have spent time editing for major errors in mechanics and oversights in polish. I especially reviewed for comma splices, run-ons, fragments, apostrophe errors, and other common but major problems that could undercut my essay. I used the handbook and the grammar tips provided in the eClassroom to assist me.
15. I saved the essay with a clear file name, including my full name first so that my instructor can save essays by student names on her computer.

16. I have respected all the requirements for the paper and have submitted the correct final draft on time; I double-checked to make sure the attachment was uploaded. I have not caused the instructor additional time or disappointment by my failure to follow directions.