

Essay Outline

You will be asked to create outlines for your essays. An Outline is a roadmap of the essay. Using short phrases, an outline will summarize an essay. This adds organization and order to your writing. If you do it correctly, most of the essay's work is done.

You will want to create an outline of several levels using a combination of letters and numbers. The finished product will look like this:

I. Introduction

A. Attention-Getter (Strategy you think you will use or write this)

B. Thesis statement (Write the actual thesis you plan to use.)

II. Body

A. (Write the main idea of Body Paragraph 1 here)

1. (The reason for your main idea in the topic sentence of the body paragraph goes here)
 - a. (How do you know your reason is correct? Evidence! This goes here.)
 - b. (How do you know your reason is correct? Evidence! This goes here.)
2. (Another reason for your controlling idea)
 - a. (How do you know your reason is correct? Evidence! This goes here.)
 - b. (How do you know your reason is correct? Evidence! This goes here.)
3. (Yet another reason for your controlling idea)
 - a. (How do you know your reason is correct? Evidence! This goes here.)
 - b. (How do you know your reason is correct? Evidence! This goes here.)

B. (Write the main idea of Body Paragraph 1 here)

1. (The reason for your main idea in the topic sentence of the body paragraph goes here)
 - a. (How do you know your reason is correct? Evidence! This goes here.)
 - b. (How do you know your reason is correct? Evidence! This goes here.)
2. (Another reason for your controlling idea)
 - a. (How do you know your reason is correct? Evidence! This goes here.)
 - b. (How do you know your reason is correct? Evidence! This goes here.)
3. (Yet another reason for your controlling idea)
 - a. (How do you know your reason is correct? Evidence! This goes here.)
 - b. (How do you know your reason is correct? Evidence! This goes here.)

III. Conclusion

A. Clincher (Strategy you think you will use or write this)

B. Review strategy: Thesis restatement or Main Points Summary

Essay #1: Compare & Contrast Essay

The first essay will compare and contrast an aspect of a topic discussed in class related to one of the readings with your knowledge and experiences. It should follow the compare and contrast format as discussed in class. Study and incorporate the related concepts in the course packet. Further information can be found in the e-textbook *College Writing Skills with Readings*.

Research and Support

The topics should be related to one of the articles in the Course Packet and come from the student's knowledge and personal experiences. Further research is NOT required for this essay.

Format requirements include:

1. Minimum length of 4 pages double-spaced (or 1200 words)
2. There is no space after paragraphs
3. Paragraphs begin with an indent
4. Times New Roman, 12 font, 1-inch margins
5. State your name and title of your essay at the beginning of your document
6. At least three academic sources in addition to one of the articles in the Course Packet
7. Sources listed in a list on the last page of the essay according to APA style
8. In-text citations according to APA style
9. Correct spelling/grammar/sentence structure
10. Adherence to essay norms concerning the organization, essay structure, and coherence with proper paragraph development (topic sentences, supporting sentences, examples, etc.)
11. Adherence to features specific to cause and effect essays, ideas, insight, and originality.
12. Uploaded to turnitin.com (no essay may be graded outside of Turnitin)

Turning In the Essay

All essays must be uploaded to Turnitin. No essay will be accepted using any other method. (The only exception: To avoid point reduction due to timeliness in the case of technical difficulty, assignments may be sent by e-mail to the instructor and then uploaded to TurnItIn within 24 hours.) All assignments must have a Turnitin similarity index of less than 20% to be accepted. Composition of this essay will be completed in steps as outlined below:

Grading Criteria and Rubric

This essay will be graded as follows: To receive a passing grade; an essay must have the correct organizational structure and format with decent mechanics and flow, regardless of scale and institutional program.

1. Ideas (35 points)

- (31-35) Well-developed, good examples, insightful explanation
- (26-30) General support, more examples needed (some missing)
- (21-25) Incomplete Support, Superficial
- (0-20) Non-existent, No support, incomplete, no examples.

2. Organization/Structure (35 points)

- 5 points – Introduction
- 5 points – Thesis
- 5 points – Body

5 points – Conclusion

15 points – Overall

3. Coherence (15 points)

Transitions

Within and between paragraphs

Overall Flow

Errors:

13-15 points : 0-10 errors

9-12 points: 10-20 errors

5-8 points: 21-30 errors

0-4 points: 30+ errors

4. Mechanics (15 points)

4.Format

Spelling/Grammar

Errors:

13-15 points : 0-10 errors

9-12 points: 10-20 errors

5-8 points: 21-30 errors

0-4 points: 30+ errors

Essay 2: Cause and Effect

The second essay will discuss the causes and effects of a topic covered in class. It should follow the cause-and-effect format discussed in weeks 8 and 9. Study and incorporate the related concepts in the course packet.

Topics

The chosen essay topics should be related to a topic covered in one of the articles in the Course Packet and suggested by the instructor.

Research and Support

Although the topic should be related to one of the articles in the Course Packet, this may not be enough to cover the topic adequately. Therefore, further research is required for this essay. **A minimum of three other academic sources are necessary.** Please refer to all course discussions regarding plagiarism, summarizing and paraphrasing techniques, and methods of finding, evaluating, using, and citing sources in academic writing.

Format Requirements, Submission, and Grading Criteria

These are the same as above. The only real difference is the added component of outside sources included in Mechanics and the timeline for submission of assignments.

Turning In the Essay

All essays **must** be uploaded to Turnitin. No essay will be accepted using any other method. (The **only** exception: To avoid point reduction due to timeliness in the case of technical difficulty, assignments may be sent by e-mail to the instructor and then uploaded to TurnItIn within 24 hours.) All assignments must have a Turnitin similarity index of less than 20% to be accepted. Composition of this essay will be completed in steps as outlined below: