**ENG 102**

**ESSAY GUIDELINES (Student Copy)**

**Process: 5 pts**

 Outline : 3 pts

 Rough draft: 2 pts

**Essay: 30 pts**

**Process:**

* The essay is based on process approach.
* First, students prepare their **documented outline** including the thesis statement and indicating how the ideas are organized together with supporting details, citations and copies of sources. (3 points)
* Students get **feedback** on their outline and make changes if necessary.
* Students write their **first draft** (2 points) in class (4 class hours); drafts written elsewhere will not be accepted.
* If the student cannot finish the first draft in these four hours, s/he will NOT be allowed to finish it later, even under the supervision of the instructor. S/he will also NOT be allowed to complete the essay in the final draft; with the exception of introduction OR conclusion (not both) paragraph and reference list.
* After receiving **feedback** on their first draft, students act on the feedback and type their **final draft** (30 points) at home.
* The students must upload their final draft to **Turnitin**.
* The students must **submit** all of the documents (documented outline, first draft, final draft, copies of sources-citations underlined) in a file.

**Task Specifications:**

* Time allocated for writing the first draft: 4 class hours
* Word limit: Minimum 800 words
* Number of paragraphs: introduction & conclusion + 2 or 3 body paragraphs depending on the essay prompt/student’s plan
* Use of sources: 2 of the sources provided by the teacher + 2 sources students find themselves
* Number of citations: Minimum 4, maximum 6 citations
* Borrowing methods: A variety of borrowing methods (direct quote, paraphrase, summary, synthesis). Use of one single method is NOT allowed.

**Ground Rules:**

* Students have to be present in class at the specified time of the task (announced beforehand). If the student has attended NONE of the 4 hours, s/he will get an NA unless s/he has a medical report.
* If the student does not write or submit the essay, s/he will get an NA and therefore will not be allowed to take any other graded component of the course.
* If the student submits only the rough draft, his/her total grade will be divided by two.
* For every late day in handing in the final assignment, the student will lose 1 pt (out of the total grade)
* Students who engage in any kind of unethical practices in any stage of this assignment will become subject to disciplinary procedures.
* Turnitinsubmission is required for all students for this assignment (see [www.mld.metu.edu.tr) f](http://www.mld.metu.edu.tr)/)or student submission assistance). If a student, for any reason, fails to upload his/her essay to Turnitin, it will not be graded, and s/he will receive zero out of 30. If Turnitin detects plagiarism in the essay, the student will be penalized based on the plagiarism policy of the Department of Modern Languages (see [www.mld.metu.edu.tr)](http://www.mld.metu.edu.tr/).