# Checklist to Use 3 Times: **Before** Reading, **Before** Writing, and **Before** Posting Your Paper

If you need help, do **not** ask your friend or your peer group. **Call** or **email** your **prof** for help. If there is something missing, the prof will want to know—not just to help you, but also to avoid having others have problems. **Tip**: yellow shows text you must use **exactly**, such as the **question** in your Subject Line of your post and words for **citation**.

| **✓** | **What You Must Do If You Want a Good Grade** |
| --- | --- |
| **\_\_\_**  **\_\_\_** | **In the 1st Part Writing Folder** and in the **Evidence Quiz Folder** at the **top**   * Complete the Evidence Basics Self-Test and Full-Test (32 or more) to see the 1st Part Writing discussion. * Be sure you examine the *Bedford* Pages of examples of Plagiarism and of “Half-Copy” Plagiarism. |
| **\_\_\_**  **\_\_\_**  **\_\_\_**  **\_\_\_** | What is part of the Subject of your post and what is the question you answer: Using the sources, teach essentials of what Americans need to know about how **black** **servitude** changed **before and after** 1660 in Virginia. **Tip:** Notice the words *essentials* and *teach*. **Cautions:**   * 400 words maximum and paragraphs only (No fancy formatting.) * **Answer the question asked**. **Example:** The question is about black servitude and the word:   + **Black** means you **only** write about what happens to **Africans** in the colonies, not to the English. **Caution:** You write only on black servitude, but—to avoid fantasy and errors—you must **understand** both black and white servitude. **Tip:** The word African American means a person whose ancestors were from Africa but who was born in what becomes the United States. **Caution:** Anthony Johnson was born in Africa.   + **Servitude** means you write about work as an indentured servant (for a period of years and then freedom) **and also** as a slave (for your lifetime) after the law changed **after** 1660. **Caution:** Anthony Johnson paid his way (and his wife’s way) out of bondage. He was not only free, but also owned 250 acres of land.   You must use **all** of these sources (and **no** others) and you **must** use **citation**. Below, see the heading **Tips and Cautions about Citations with 6 Questions Students Have Asked in the Past.** |
| **\_\_\_**  **\_\_\_**  **\_\_\_**  **\_\_\_**  **\_\_\_**  **\_\_\_**  **\_\_\_** | **In the 1st Part Writing Folder**  Open the file **Sample Paper** and save it to your computer. Use it to guide your reading and again when you are ready to write. **Caution:** Do **not** forget to change the page numbers to match the pages you actually used. **Tip:** You do **not** have to use the 3-paragraph format, but it is easier.  **Cautions:** Because it is easiest with Blackboard’s Discussion Tool where you will post three times, you use the **simple citation in ( )** shown in this checklist and in the Sample Paper. For the same reason, **do not use** the heading that your English prof required **at the top** of your paper and **do not use** a List of Works Cited at the **bottom**.  Read carefully and cite **at least one textbook page** for **each** primary:   * For **before** 1660: page 53 - Look **only** for “A few of the earliest African….” **Tip:** Among the earliest was Anthony Johnson who arrived in 1621. * For **after** 1660: page 53 – For black servitude, look at the bottom of the page for “Beginning in Virginia in **1662** …slave codes….”   Citation for **any** textbook page: (*Pageant*, #) **Tip**: # = the **exact** page number or #:## **exact** transcript number where you found the fact in the textbook, primary, or video. **Caution**: Below, to avoid problems with vocabulary words and **your assumptions**, see the heading:**Tips and Cautions about the Textbook Pages and the Primaries and the Video.** |
| **\_\_\_**  **\_\_\_** | **In the folder Primary Documents and a Supporting Video**   * Anthony Johnson - Read all 3 screens carefully and **cite one or more screens at least once** in your paper in the **early** period and the **late** period. – For the citation for each of the 3 screens, click on the Primary Documents folder and then the Anthony John link. * 1660s Laws about Slaves and Indentured Servants – For the citation, click on Primary Documents folder and then the attached file for the Laws and how you determine the page number of the fact you want from this multi-page document. * Video – Use these **search words carefully** and **cite at least once** in your paper. Citation: (*Settling*, #:##) Search words in *Settling the Southern Colonies:*   + For Anthony Johnson’s long life from the 1620s to the 1660s, use the search word Anthony 4 times, with the fourth one being about Virginia law at the time of his death.   + For the changes with indentured servants and African slaves, use the search word **Bacon.**   + For the views of the **dominant planters,** search on “**the old guard**” and “” **Tip:** “old guard” means a group that has been powerful for a long time. |
| **\_\_\_**  **\_\_\_** | Proof your work for its evidence and citation:   * Check to be sure you did **not** **misread** what the source said. * Check to be sure the fact you said is **actually** on the **page you listed**. |
| **\_\_\_**  **\_\_\_**  **\_\_\_** | Proof your work so you:   1. Do **not** plagiarize. 2. Do **not** “half-copy” plagiarize.   **Caution:** In the Evidence folder, be sure to use the *Bedford* pages **Tip:** If you want to avoid these **2** **dangerous** things, just **close** the source **before** you write or type a word. **If the source is open, you will cheat.** |
| **\_\_\_**  **\_\_\_**  **\_\_\_**  **\_\_\_** | Following directions with the Discussion Tool is **part of your grade** because **you** can make it easier or harder on your colleagues in the class. If you need help, please ask, OK? **Tip:** You will **not** be able to see other students’ papers until after you post.  When you are ready to post, follow these steps   1. Click **Create Thread** in the discussion to create a post with this **Subject**:  **Your Name** *–* Using the sources, teach essentials of what Americans need to know about how **black** **servitude** changed **before and after** 1660 in Virginia.   **Example:** **if** your name is Ana Joy, your subject line is:  Ana Joy– Using the sources, teach essentials of what Americans need to know about how **black** **servitude** changed **before and after** 1660 in Virginia.   1. Copy and paste your paper into the message area. **Tip:** If you use the Sample Paper and **leave it** as an **rtf file**, it copies easily into the Discussion message area. 2. Look at your paper to see if you need to add a blank line between paragraphs or something like that. 3. After checking and fixing your paper, click Submit. |

###### **Tips and Cautions about Citations with 6 Questions Students Have Asked in the Past**

On a job, you will not cite, but you better know where you found what you said. In a course requiring evidence, you **must** cite. These examples cover questions that students have asked in the past:

* 1. **Should you have the citation (*Pageant,* 53) repeated after each of 3 sentences in a paragraph?** 
     + **No, if all facts in all sentences in the paragraph are from the same page, place it once after the last sentence.** Citation always goes immediately **after** the fact.
  2. **At the end of a paragraph**, could you have **a single sentence with no citation**?
     + **Yes,** **if** the last sentence **summarizes** facts **above** that **had complete citation.**
     + **No**, **if** the last sentence introduces **new** facts. **What’s required:** If you have **new** facts, you need citation—**Citation** **=** name of the **source** and the **exact page number** with that fact.
  3. **In you have a paragraph** **of 3 or more sentences** and you have citation for the sentence at the top and for the sentence at the bottom, could you have **one** or **several sentences in the middle with no citation**?
     + **Yes**, if everything in the **middle** is in the source cited at the **bottom.**
     + **No**, if everything in the middle is **not** cited at the bottom. **What’s required:** If you have facts in the middle that you have **not** cited for the reader, **you need citation.**
  4. **Could you have all of your paragraphs without citation?** 
     + **Yes, if your assignment was to write an in-class short answer using your memory of the textbook.**
     + **No, if your assignment was to use primaries, textbook pages, videos and citation.**
  5. **Could you have a citation after a sentence something like (*Pageant,* 571-572)?** 
     + **Yes, if your fact or quotation started at the bottom of 571 and continued to the top of 572.**
     + **No, if your facts were scattered at multiple locations on 571 and 572 Tip: Your prof might be fine with this for a paper, but if you are dealing with facts in company documents, you could have problems if you do not know exactly the page for the fact.**
  6. **You assert that change was swift or quick (when it took over 40 years) or took forever or had some other attribute, but that a) attribute is not supported in the textbook and b) there is information in the textbook that contradicts your statement. Can you do that? No, the words used for that kind of lack of evidence are embellishment or cherry-picking.**

###### **Tips and Cautions about the Textbook Pages and the Primaries and the Video**

| **Primary You Are Using** | **Page Numbers from *American Pageant*** |
| --- | --- |
| Both primaries | **To avoid fantasy and error about the causes for these changes,** this link is **highly r**ecommended to help you think in a common sense way about change by noticing what is scarce and what is surplus. You may cite from it. If you do want to cite from it, press Ctrl-P to determine the approximate page number of what you want to cite and then use the citation Scarcity and Surplus, p. #. To see if it helps you, click [here for Scarcity and Surplus](http://www.cjbibus.com/1301_Unit_1_Lesson_2_Scarce_Surplus_Anthony_Johnson_to_Bacons_Rebellion.pdf). Link Address: <http://www.cjbibus.com/1301_Unit_1_Lesson_2_Scarce_Surplus_Anthony_Johnson_to_Bacons_Rebellion.pdf>  Who writes the laws for Virginia by the 1660s? |
| Both primaries | **To avoid fantasy and error about whites who completed their indentured service** **after** 1660: page 51-- Notice the word *disenfranchised*. In brief, they lost the power to vote. They are free but they are:   * landless (no home and no way to grow food or crops to sell) * and voteless (no power for peaceful change).   Who determines who can vote? |

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