**Reminders about how this works:**

1. This instructor places side by side your paper on the right and your sources on the left. As I compare, I mark the paper and also the rubric. I underline any habit that is not followed and add details. I then provide this feedback form to you as a PDF by email.
2. You reply back to the email by identifying which habits you need to improve. The bottom of the form shows you how to do that and you can use that to make a brief statement by email so we both understand.
3. **After** you reply showing that you have noticed what the rubric is saying you are doing wrong, I enter the grades. I am always glad to talk to any student to will make this clearer.

**Reminder about the connection between the rubric and the Good Habits for Evidence Tutorial:**   
The **#** with an **error** **in the rubric** is the **same #** as the **Good Habit** in the **5 Good Habits for Evidence Tutorial - the Keys to Successful Critical Thinking** that can help you learn to prevent that error.   
**Example:** If your instructor underlined 1. Used an unreliable source on your rubric, then put an X beside **Habit 1** below. You also **must** go look at Habit 1’s preventions.

To try to help you, I have color-coded Habit 1, Habit 2, Habit 3, Habit 4, Habit 5 **both:**

* The rubric **I** mark to show you your errors
* The Good Habits for Evidence **you** mark to show you read the rubric and you know which part(s) to use in the **5 Good Habits for Evidence Tutorial - the Keys to Successful Critical Thinking** (You can find that tutorial in Evidence Requirements.)

## The rubric before I underline your errors

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Meeting History Paper \_\_\_ out of 20 points for content. Its Good Habits for Evidence \_\_ out of 20. | | | | | |
| **Requirement** | **"F" Paper Criteria** | | **"D" Paper Criteria** | **"C" Paper Criteria** | **"B" Paper Criteria** | **"A" Paper Criteria** |  |
| Reading FOR Evidence (60%) | 1: Used an unreliable source. 2: Used an incorrect or incomplete part of the source required for the question asked.  2**&**3: Assumed. | | 2: Misread or read passively. 3: Made errors such as cherry-picking facts or embellishing facts. | Accurately read the parts, but did not try to evaluate or to synthesize the interconnections. | Accurately read the parts and analyzed each one. Tried to evaluate and synthesize interconnections. | Accurately read the parts and analyzed each one. Evaluated and synthesized the interconnections. |  |
| Writing WITH Evidence (30%) | 2: Did not answer all parts of the question.  2**&**3: Wrote assumptions.  3: Did not cite accurately and according to the directions.  5. Used "" inaccurately and changed meaning. | | 2. Wrote passively.  4. Plagiarized or did “half-copy” plagiarism (also called “patchwrite”).  5. Used "" inaccurately, including making the author's sentences look grammatically incorrect. | Only summarized separately each of the parts of the question, but did not cover interconnections. | Revealed each part and covered some interconnections. Provided few examples. | Understood each part and revealed the parts’ interconnections. Provided clear and representative examples. |  |
| Following Directions for Evidence (5%) | Did not follow directions above or with the questions (such as maximum length). | | Did not follow directions. | Followed the directions. | Followed the directions carefully. | Followed the directions exactly. |  |
| Mechanics (Language and Punctuation) (5%) | Many mechanical errors. | | Several mechanical errors. | Two or more mechanical errors. | One or more mechanical errors. | No more than one minor mechanical error. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **↓** |  | **↓** |  |
|  | Grade for its Good Habits for Evidence:  \* 0 = If **any** marks in “D” or “F” columns  \*full points = If **no** marks in “D” or “F” |  | Grade for the content: Either “C” or “B” or “A” as marked  If you made a “C” or “B” or “A,” you also had **no** marks in the “D” or “F” columns. |  |

## The section of the email that you fill in to show you know which errors you made and what part of the tutorial you should use

In that email, you complete the yellow sections.

|  |  |  |  |
| --- | --- | --- | --- |
| **Directions:** The **#** with an **error** **in the rubric** is the **same #** as the **Good Habit** in the tutorial that prevents that error. If a # is underlined in the rubric, put an X below. **Example:** If your instructor underlined 1. Used an unreliable source on your rubric, then put an X beside **Habit 1** below. You also **must** go look at Habit 1’s preventions. | |  | **If you have a 0 for the 5 Good Habits for Evidence, you can change that to a 20 by marking the yellow sections on the left and right of this form.** Below, **mark a OR b**. |
|  | Habit 1. [Reliable Sources Only](https://www.softchalkcloud.com/lesson/files/6THInBcJ4XmuMr/COM_GettingStarted3.html) |  | \_\_a) I compared my writing word for word with what I used in the source so I will never make these errors again. (If I do, I will be blocked from writing until I talk with my instructor.)  \_\_b) I will contact my instructor so I fully understand how to prevent these errors. |
|  | Habit 2. [Factual Accuracy That You Verify with the Reliable Source Before You Write](https://www.softchalkcloud.com/lesson/files/6THInBcJ4XmuMr/COM_GettingStarted4.html) |  |
|  | Habit 3. [Factual Accuracy That Is Verifiable for Every Statement You Make](https://www.softchalkcloud.com/lesson/files/6THInBcJ4XmuMr/COM_GettingStarted5.html) |  |
|  | Habit 4. [No “Half-Copy” Plagiarism or “Patchwriting”](https://www.softchalkcloud.com/lesson/files/6THInBcJ4XmuMr/COM_GettingStarted6.html) |  |
|  | Habit 5. [Quotation Changes Revealed Clearly](https://www.softchalkcloud.com/lesson/files/6THInBcJ4XmuMr/COM_GettingStarted7.html) |  |

***Tip:*** If you want help with strengthening the habit or you want to talk you through the paper, the instructor will be glad to do that.

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