# How to Do All 3 Parts of the F.I.O. Projects –These are **Requirements for All 3.**

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## Required Subject for the 3-Part F.I.O. Projects

Each of the 3-Part projects has a different Subject for your post, although the Subject always begins with your name. The 1st, 2nd, and 3rd Part cover that. The 3 Parts are:

* 1st Part F.I.O. Project: Evidence Quizzes & Your Project – 100 points for the Project - **50** for the Evidence Quizzes: It is a brief (maximum of 400 words) project using all of the sources and answering the question provided and posted in the 1st Part F.I.O. Project discussion.   
  **Tip** and **Caution**: You should Fact-Check and Plagiarism-Check your **own** paper.
* 2nd Part F.I.O. Project: Fact- & Plagiarism-Checking 2 Students’ Projects – 100 points (50 each)
* 3rd Part F.I.O. Project: Evidence-Focused Reply to 2 Students’ Feedback – **50** points (25 each)

## Requirements Based on the History Department Student Learner Outcomes for Writing

You are expected to create “an argument”--“a coherent series of statements leading from a premise to a conclusion.” Trying to teach something clearly and accurately honorably to another 1st-year student can help you do that.

You are also expected to use primaries and “historical evidence” and to analyze (not just repeat). Click here [for details about those terms](http://www.cjbibus.com/GS_HistDept_Student_Learner_Outcomes.htm). Link Address: http://www.cjbibus.com/GS\_HistDept\_Student\_Learner\_Outcomes.htm

## Required 5 Good Habits for Evidence But an Alternative Way to Learn to Do the Good Habits

Click [here for Good Habits for Evidence.](http://www.cjbibus.com/GHE_Would_anyone_pay_Plus.pdf) Link Address: http:/www.cjbibus.com/GHE\_Would\_anyone\_pay\_Plus.pdf

What is different in the folder from this statement is an experiment. Instead of asking you to learn about the 5 Good Habits for Evidence, **it asks you** [to try working in the ways stated in this link](file:///C:\Users\cjbibus\Documents\-%20Server%202013-2014%20caution\1301_1302_2_Brain_Tricks_to_Increase_Grade_Decrease_Errors_in_Good_Habits_for_Evidence.pdf) even if you have never done writing work this way before. Link Address: 1301\_1302\_2\_Brain\_Tricks\_to\_Increase\_Grade\_Decrease\_Errors\_in\_Good\_Habits\_for\_Evidence.pdf

If you work as stated in this link, you probably (but I cannot guarantee it **yet**) will:

1. Not only create a **good** project
2. But also **not** make errors with evidence or with plagiarism/”half-copy” plagiarism

**FYI**: Although I cannot guarantee you **will do a** but **not do b**, but--if you email me that you are using the Alternative directions--I will work to give you useful feedback, but **not** zap your points.

**Caution:** Because I have the sources that you were supposed to use in front of me, I can **tell—and prove—easily** if you misread, assumed, plagiarized, half-copy plagiarized, embellished, cherry-picked and other words in the rubric. If you do not believe this, **see the Video at the top of the Evidence Quiz folder.**

**Tip:** Your prof works to give feedback to help your’ future. If you have a question about why I marked something, I can tell you. **Example**: Your prof underlines words in your paper that are a Good Habits for Evidence error and then writes the # of the missed Good Habit for Evidence in the left margin.

## Required Good Habits of Working

Save yourself from misery and lost points. Do these things:

1. Microsoft Word can also do spell and grammar checking.
2. If you can, print the paper. If you cannot, use a copy of your file. Either way, proof it. **To proof** = to **compare side by side your paper (file or print) with the source** to be sure **page numbers**, **facts,** **names, quotations**, **everything** is correct. **Tip:** Develop habits of work to match the way you want to be paid.
3. Also proof the appearance of words. If you copy information from a different file into your Project, you may mess up the format you had set up. **Example:** If you copy words from a primary into your Project, your computer may change font and spacing. **Prof’s Tip**: Copy the words from the primary, paste it in a separate file from your project, and change it to the settings in Required Format. Then copy that cleaned up quotation into your paper.
4. Be brief and most certainly keep **any** and **every quotation** very brief (**always under 5 words**).
5. Save your file as you work and keep earlier versions until you finish the project. It is safer.

## Caution: Required Format for Your Project Work and Required File Types for Your Discussion Post

Because last term, some students posted unreadable posts, I tested to try to find a safer pattern. **Caution:** **It is your responsibility to look at your own post as you are creating it.** If it has such things as garbage from your file or if letters overlap other letters or if it so narrow that there are 3 words per line so that it is unusable by others in the class, then **you** must act immediately.

* If your post is unreadable, try deleting the contents of the Message box. If that fails, then you must **immediately** repost (completely new post and new subject line) so it is readable and email me to delete the unreadable post.
* If you **do not act or ask immediately,** the timing will mean that **all** I can do is delete your work. We will not have time to **get your attention** and **reopen the discussion, etc**. That deletion means you will have a 0 for each of the 1st, 2nd, and 3rd Parts.

Do **each** of these things a through e.

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| 1. Font | 11 point Calibri font |
| 1. Length | **Never** more than **400 words**. (If it is too long, delete **your** own words.) |
| 1. Margins | 1” on the left and right. **Caution:** No wildly narrow posts. |
| 1. Spacing | Single-spaced with one line between each paragraph – If you do not know how to do Single Spaced, ask. |
| 1. Copying text safely into Discussions | Discussion seems to accept copying in of text with simple format from:   * A Microsoft Word document (.doc or .docx) * An old type of Microsoft Word document (.rtf)   **Favor**: If you are using another common file type, please tell me and, if I can, I will add it here.  **Caution:** **No** attachments. Other students must be able to reply directly **in** your post. |

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