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

1. 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)

2. 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. Link Address: http://www.cjbibus.com/GS_HistDept_Student_Learner_Outcomes.htm

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

Click here for Good Habits for Evidence. 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 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:

a. Not only create a **good** project
b. 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.

4. Required Good Habits of Working

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

a. Microsoft Word can also do spell and grammar checking.
b. 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.
c. 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.
d. Be brief and most certainly keep **any** and **every quotation** very brief (**always under 5 words**).
e. Save your file as you work and keep earlier versions until you finish the project. It is safer.

5. 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.

a.	Font	11 point Calibri font
b.	Length	**Never** more than **400 words**. (If it is too long, delete **your** own words.)
c.	Margins	1" on the left and right. **Caution:** No wildly narrow posts.
d.	Spacing	Single-spaced with one line between each paragraph – If you do not know how to do Single Spaced, ask.
e.	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.