## Rubric for 1st Part Writing – the Visual Paper – Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The left column shows whether you did what you needed to do (Y for *Yes*) or not (N for *No*). The 2nd page has the form to respond to feedback. Ask if you do not understand.

|  |  |  |
| --- | --- | --- |
| **Yes/No** | **#** | **Explanation of What You Need to Do**  |
|  | ❶ | Use the preformatted file provided in the course. Do **not** change its margins, font, or spacing between lines. Replace the XXXXs with your last name and the YYYYs with your first name. Replace the ##:## with the time your class starts. Example: if your class starts at 10:50 AM, replace the ##:## with 10:50. |
|  | ❷ | The title will vary with the course and the paper, but whatever the title is in the preformatted file do **not** change it. Do read the title: you are **teaching** another student essentials of this history using the textbook and the primaries. Do not try to be fancy: try to be simple, organized, and true. |
|  | ❸ | It is easiest to explain—and teach someone else—change over time if you are in chronological order. Start with the earliest primary and its textbook pages. In your 1st paragraph, use the 1st primary and the pages from the textbook about that 1st time period.  |
|  | ❸ | The same principles applies to your 2nd paragraph. |
|  | ❸ | The same principles applies to your 3rd paragraph |
|  | ❹ | These principles apply to every footnote in your paper:* There are no assumptions about truth and no use of so-called common knowledge. Use footnotes to show the reader the proof of everything you state.
* *Chicago Manual of Style* makes evidence a) transparent in your writing but b) always visible on the page **if** the reader wants it. (***Tip:*** Microsoft Word does this for you automatically.)
* A footnote is always **after** the fact(s) you used.
* A footnote **must** show the source of every fact since your **prior** footnote. (***Tip:*** about new paragraphs.)
* A footnote states the **name of the source** and the exact, **single** page number where the reader could find the proof for what you stated. In this course, we used *Chicago*’s simple, short version of footnotes. The **instructions provide those exact words for you** for each primary and for your textbook. ***Tip:*** Click on the instructions for the paper and open your file for your paper. Find the exact words for the source you are citing in the instructions, copy those words, and then paste the words in the footnote you are creating and add the correct page number. If you will like a demonstration, just ask.
 |
|  | ❺ and ❻  | With *Chicago Manual of Style* you may have more than one footnote in a sentence if needed.  |
|  | ❼ | The preformatted file has Bibliography centered at the top of the 2nd page. Do **not** change it.  |
|  | ❽ | The preformatted file already contains the bibliographic information for the textbook. Do **not** change it. You provide the bibliographic information for each of the 3 primaries. The course provides instructions. |

## If Any, Details about the Problem in Row(s)

|  |  |
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| **#** | **Details about the Problem in the Row** |
| ❶ |  |
| ❷ |  |
| ❸ | For your 1st paragraph, 1st primary and pages from the textbook about that 1st time period.  |
| ❸ | For your 2nd paragraph, 2nd primary and pages from the textbook about that 2nd time period. |
| ❸ | For your 3rd paragraph, 3rd primary and pages from the textbook about that 3rd time period. |
| ❹ | If there are problems with specific footnotes in your paper:  |
| ❺ and ❻  | With *Chicago Manual of Style* you may have more than one footnote in a sentence if needed.  |
| ❼ | The preformatted file has Bibliography centered at the top of the 2nd page. Do **not** change it.  |
| ❽ | If there are problems with specific bibliographic entries in your paper: |

## Responding to the Feedback and the Grade

|  |
| --- |
| **Grade out of 80 points:** \_\_\_\_ F (47.2 or less) \_\_ D (48) \_\_ C (48) \_\_ B (48) \_\_ A (48) \_\_ A but no errors(80)  |
| ***Caution*:** You do **not** keep these points unless your 1st Part Writing with my markups and this form stay in this orange folder as we do all 3 Parts of the paper. **Why?** Two reasons: * Because your instructor need looks at your prior papers to try to figure out what you need to improve
* Because I hope some of you will **not** keep repeating the same mistake. (How you get “amnesty” for a bad grade is if you stop repeating the same mistake in the 2nd and 3rd Part.) You change how your work (your habits); I’ll change your grade.
 |
| **If You Made an N (for No) for any row(s),** mark EITHER a) OR b) below:\_\_a) I understand the rubric and the notes on the paper. \_\_b) I will talk with my instructor so I understand. (If you need this, arrange to see me ASAP. The sooner we talk, the quicker you are safe.)Your Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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