

Writing Workshops Checklist

As we work our way through the construction of our Research Papers, we have some benchmarks and goals to meet that this checklist is meant to help you keep track of. As you complete each Workshop you will want to check to make sure you have taken care of the parts. When you feel you have you can give it a check mark. When you conference or talk to me I will initial each part you have done well. I have this breakdown of it visually here:

CHECK	WHAT YOU NEED TO HAVE ACCOMPLISHED	INSTRUCTOR INITIALS
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As we go along this checklist is designed to help keep you on track to have a completed draft ready for when we reach the end of the class and you will be expected to have a complete draft for peer reviews and rough draft submission.

BEFORE YOU BEGIN

	Using the template attached to Writing Workshop 1, have set up my paper in proper MLA formatting?	
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WRITING WORKSHOP 1: INTRODUCTION AND BACKGROUND

	Do you have a title for your paper or placeholder?	
	Do you have an introduction paragraph that ends with your thesis statement?	
	Is your thesis statement clear, direct in stating what is being argued for and about?	
	Does your thesis provide clear reasons to support your argument/claim?	
	After your thesis, does your next paragraph start off by laying down some background information?	
	Does your background paragraphs contain at least 1 paragraph where you summarize the graphic novel?	
	Does your background information organizationally make sense and give your audience needed information like definitions, key terms, and general information for following your argument?	
	Do you have at least 2-3 paragraphs for your background section paragraphs	
	Did you post your Writing Workshop 1, attached as MS Word document to the appropriate Moodle forum?	

	Did you conference with instructor and receive oral feedback on Writing Workshop 1?	
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WRITING WORKSHOP 2: ARGUMENT

	Did you start by opening the document where you began writing Workshop 1 and start right after your last Background paragraph?	
	Did you have 3 or more major points to discuss and elaborate on to support your thesis statement?	
	For each major point of your argument, did you write several paragraphs discussing and laying out your case?	
	Did you incorporate outside sources, including your graphic novel and other sources, to support your argument/thesis?	
	Did you properly integrate and introduce those outside sources that were not your own words?	
	Did you properly frame, elaborate and explain the sources you used and connect them back to the thesis and argument you are making?	
	Is this section the largest section of your paper so far, ideally reaching from around page 2 of your paper to around page 6 or 7?	
	Did you revise, based on feedback from instructor, Writing Workshop 1 components (Introduction and Background) that you are adding on the Argument here in Writing Workshop 2?	
	Did you post your Writing Workshop 2 (including revised Writing Workshop 1 material), attached as a MS Word document to the appropriate Moodle forum?	

	Did you conference with instructor and receive oral feedback on Writing Workshop 2?	
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WRITING WORKSHOP 3: COUNTER-ARGUMENT

	Did you start this immediately following where you ended your paper after Writing Workshop 2?	
	Do you have a clear transition sentence as the topic sentence to begin your Counter-Argument where you made it very clear to your audience that you are shifting gears?	
	Is this section shorter than your argument section?	
	Does this section get you to roughly page 8 or 9?	
	Is this section roughly 1 ½ to 2 pages in length?	
	Did you name potential naysayers, counter-arguments, or pose questions that challenge your argument?	
	Did you have several potential challenges?	
	Did you try to answer those potential naysayers, counter-arguments, and questions in a way that helps re-assert and promote your argument as the stronger position?	
	Did you revise, based on feedback from instructor, Writing Workshop 1 and 2 components (Introduction, Background, and Argument) that you are adding on the Counter-Argument in Writing Workshop 3?	

	Did you post your Writing Workshop 3 (including now revised Writing Workshops 1 and 2 material), attached as a MS Word document to the appropriate Moodle forum?	
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	Did you conference with instructor and receive oral feedback on Writing Workshop 3?	
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WRITING WORKSHOP 4: CONCLUSION AND WORKS CITED PAGE

	Did you start this immediately following where you ended your paper after Writing Workshop 3?	
	Does your conclusion wrap things up, returning to your main point of your thesis and discussing any implications of it all?	
	Does your Works Cited begin at the top of a fresh page?	
	Are your sources listed in alphabetical order?	
	Are your sources properly formatted according to MLA 8 th edition guidelines?	
	Are all sources double-spaced and ALL lines AFTER the first indented away from the left margin?	
	Did you revise, based on feedback from instructor, Writing Workshop 1, 2, and 3 components (Introduction, Background, Argument, and Counter-Argument) that you are adding on the Counter-Argument in Writing Workshop 4?	

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- Once you have completed Writing Workshop 4 you will have before you a complete draft of your Research Paper.
 - This “complete draft” will be what you will bring TWO copies of to the class for the **Peer Review**.
 - From the **Peer Review**, you will revise using peer feedback for submission of Rough Draft to your instructor.
 - You will bring and present this checklist to your instructor, who will initial things as he looks over your **Rough Draft** after you submit it to him. He will return this to you, noting material absent that should guide you to feedback on your document (digital comments) and aid in revisions.
 - Checklist will be turned in again one more time before **Final Draft** is submitted digitally.