ENGL 100 CHECKLIST FOR ESSAY #1

✓ <u>ON TIME</u>: The final draft is due *at the beginning* of class (see assignment schedule for the due date).

✓ <u>IN FOLDER</u>: Please submit your work in a flat loose-leaf folder, the kind that has two pocketed sides when opened (not a binder with rings, not a folder with little metal clasps, not a plain manila folder).

✓ <u>WITH NAME</u>: Print your name on the outside of your folder so I can return your work more quickly when I pass back the assignments. The top of the folder (right or left) is a good spot for your name. (If you need masking tape and a Sharpie to get your name on your folder, they'll be in class for you.)

<u>Your folder should include the following:</u>

1. **Your final draft of your essay** (three *complete* pages, minimum)**.** Please staple it.

2. **A Turnitin Receipt**.
   - ✓ Upload your essay to Turnitin through Canvas.
   - ✓ When you upload it, scroll down and click the "Submit" button to finish the process.
   - ✓ Print out a receipt.

   > **If there's no receipt, please put a note in your folder with a brief message like one of these:**
   > - There's no receipt, but I uploaded it—here's the receipt number: _____
   > - There's no receipt because I couldn't figure it out. To solve it, I plan to _____
   > - There's no receipt because I just didn't upload it. Sorry. I'll do it as soon as possible.
   >   I know that if I don't manage to upload an essay to Turnitin on time in the future, the essay
   >   will count as late (and will use up one of my revision possibilities).

3. **Your two rough drafts and their peer review work**.
   - ✓ Make sure the names of the reviewers are clearly marked on the work they did.
   - ✓ Check that each student's work is clearly distinguished from the other.
   - ✓ If you need to let me know anything about the peer review, put it on a note for me.

   > **If there's no peer review, please put a note in your folder with a brief message like one of these:**
   > - There's no peer review because I was absent.
   > - There's no peer review because my draft wasn't ready yet.
   > - There's no peer review because I forgot to bring it, but I'll be sure to bring it next class.