

UNIT 4 Word Processing Project 3



Rubric
U4P3_IP2

2 Independent Practice (page 183)

Find Sources for a Research Paper

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Have your teacher approve a topic for your research paper			
Find print or online sources for information regarding your paper			
Find at least two quotations from two different sources			
Write down information you will need for your works cited page and citations			
Open a new document and save it as <i>Your Name Star Paper</i>			
Add a heading to the first page, including your name, your teacher's name, your class name, the date and a title for your paper			
Add a header with your last name and page number to all pages			
Use correct spelling, punctuation, and grammar			
Edit your paper to be sure it is clear and free of errors			