Name: IST EE Checklist 2018

Criterion A: Focus and method (6 points)

☐ I clearly identify and explain the research topic. (Introduction)
☐ The purpose and focus of my research is clear and appropriate. (Introduction)
☐ The research question is clear. (Introduction)
☐ The research question is connected to the purpose of the research. (Introduction)
☐ I have used an appropriate and relevant range of sources. (throughout the essay in the form of in-text citations and in the Works Cited)
☐ All of the sources in may Works Cited are referred to in the body of my essay (using in-text citations).

Criterion B: Knowledge and understanding (6 points)

☐ It is clear that the source material I use is always relevant to the research question.
☐ My ideas are presented clearly (word choice and grammar), coherently (organization) and concisely (word choice and grammar).
☐ Sources are used effectively and show depth of understanding of the topic.
☐ I use subject-specific terminology and concepts accurately and consistently.

Criterion C: Critical thinking (12 points)

☐ My methodology and my research are appropriate for my research question.
☐ All of my research/sources are analyzed effectively with a clear focus on my research question.
☐ Conclusions are supported by evidence.
☐ I present an effective and focused argument that develops throughout the essay.
☐ My argument is well-structured, reasoned and coherent.
☐ I show evidence of critical thinking in the evaluation of my research.
Criterion D: Presentation (4 points)

☐ The structure and the layout of my essay make it easy to read, understand and evaluate my argument.

☐ The structure of my essay is appropriate in terms of the expected conventions for writing in the subject area I have chosen.

Also check for each of the following:

☐ Standard 12-point font (Arial or Times New Roman) throughout

☐ Double-spaced (including the Works Cited)

☐ Title page with your essay title, research question, subject, category (for Group 1 and Group 2 essays), session (May 2018) and word count

☐ Table of Contents listing each of the significant divisions of your essay (Introduction, Each section of the body/argument, Conclusion, Works Cited, Appendices)

☐ Page numbers at the bottom centre or bottom right

☐ MLA 8 formatted Works Cited with proper in-text citations throughout

Criterion E: Engagement (6 points)

This criterion is assessed with reference to the completed Reflections on Planning and Progress Form (RRPF).

☐ My reflections show depth of insight into my decision-making and planning during the research process.

☐ My reflections show a high degree of intellectual and personal engagement with the process.

☐ My reflections demonstrate initiative, authenticity and creative thinking.

☐ I have written nearly 500 words on the RPPF.

Summary:

(What do I need to do to improve my work?)