

Scott's Paper Policy

1. You will be given a checklist to use while writing, editing, revising, and proofreading your papers. The checklist is keyed to your copy of *Writers INC* by subject number, not by page number.

2. When you first turn in a paper, you must turn in at least three drafts:

I. Your first draft, which you correct using the checklist. This text should be your very first attempt to write the paper, so it can be as messy and disorganized as you want. It should, however, also be very marked up with corrections you make when you go back and work on it. This first draft can be either handwritten or typed.

II. Your second draft, which you also correct using the checklist. This text too can be messy, but the basic outlines of your paper should now be taking shape, so it should not be as disorganized as your first draft. It should also be marked up with your corrections. If you did not type the first draft, you should definitely type the second draft.

III. Your third draft, which you are sure is correctly done and is now ready to be handed in as your final copy. This draft must be typed, and it must be typed neatly and correctly. One typographical error is understandable; more than three, however, is inexcusable.

As you check each progressive draft using the checklist, each draft will progressively improve.

3. Along with the three drafts of your paper, you must turn in the checklist you have used. I want you to mark every item on the checklist with one of two marks:

- a check (✓) if there was not a problem with that particular item in your paper, or
- an "X" if you found a problem and corrected it.

This process is especially important with the third draft, because by that draft there should be no "X's" and only checks. By checking every item, you are assuring me that you have carefully gone over your paper and that it is ready to be turned in.

4. Once again--to adequately fulfill a writing assignment, you must give me three drafts of the paper and the completed checklist.

5. When I read your paper and find the fifth error or problem, I will cease grading your paper at that point. I will read no further. An "R" for "Rewrite" will go in my grade book, not a letter grade, and the paper will be given back to you to rewrite.

6. When your paper is rewritten, you must hand in the rewrite, the three original drafts, and the checklist with the next column marked, which indicates that you have used it again to edit and rework your paper.

7. See number 5 above, as the same holds true. If I finish the paper this time without finding five errors or problems, you get a grade (generally by this time, the grade will be at least a "B"); if I do not finish your paper, an "R2" goes in my book and you get the paper back to rework.

8. Repeat as necessary ... R3, R4, R5, etc., ad infinitum.

9. If you are still working on a paper at the end of a quarter, you must turn in whatever you have completed by the last school day of that quarter. If you do not turn something in, I will only have "Rs" in my book, which will then translate into zeros.

10. Due dates: The following schedules apply to all papers. Please note that weekends do not count.

Day 1st paper turned in	Highest grade possible
On time	A
1 day late	A-
2 days late	B+
3 days late	B
4 days late	B-
5 days late	C+
6 days late	C
7 days late	C-
8 days late	D+
9 days late	D
10 days late	F as in "Forget it."

Enjoy.