

| BACKGROUND/POSITION PAPER EVALUATION SHEET | | | | |
|--|------------|----------|--------------|-------------|
| TO BE COMPLETED BY STUDENT | | | | |
| RANK/NAME OF STUDENT | | | | DATE |
| CLASS | SQUADRON | | FLIGHT/CHALK | |
| TYPE OF PAPER | BACKGROUND | POSITION | TOPIC | |
| TO BE COMPLETED BY EVALUATING OFFICER | | | | |
| 1. FORMAT (-1 pts each error; max -1 pts each category) | | | | - 1 |
| a. File is named with correct file naming convention | | | | |
| b. One-inch margins are used on all four sides | | | | |
| c. All text is Times New Roman, size 12 | | | | |
| d. Title is on three separate lines. (1st line: "BACKGROUND or POSITION PAPER", 2nd line: "ON", 3rd line: "SUBJECT") | | | | |
| e. Titles are center-justified, double-spaced and ALL CAPS | | | | |
| f. Body text <u>begins</u> on second single-spaced line after title | | | | |
| g. Body text is single-spaced within paragraph and doubled-spaced between paragraphs | | | | |
| h. Paragraphs and subparagraphs are numbered/lettered correctly | | | | |
| i. Identification line is formatted properly | | | | |
| j. Identification line is on first page only | | | | |
| k. Identification line is 1" from bottom flush left or 1/2" from bottom (in footer) flush left | | | | |
| l. Page numbers begin on page two, top of page, 1/2" from the top, flush with the right margin and are numbered thereafter | | | | |
| m. Paper meets assignment length requirements (paper length does not include references) | | | | |
| n. References are cited using notes and end notes IAW <i>Air University Style and Author Guide</i> | | | | |
| o. Required number of sources are used (<i>no foreign language references</i>) | | | | |
| TOTAL (-15 pts max) | | | | |
| 2. MECHANICS (-1 pts each error; max -3 pts each category) | | | | - 1 - 2 - 3 |
| a. One space is used after terminal punctuation IAW <i>Air University Style and Author Guide</i> | | | | |
| b. Two spaces are used after a number begins a paragraph | | | | |
| c. Numbers ≥ 10 are written out numerically; \leq nine spelled out (see <i>The Tongue and Quill</i> for exceptions) | | | | |
| d. Paper is written in third person | | | | |
| e. Abbreviations/Acronyms IAW <i>Air University Style and Author guide (Part 1, 2.0)</i> | | | | |
| f. Spelling | | | | |
| g. Grammar (sentence structure, meaning, capitalization, etc.) | | | | |
| h. Punctuation | | | | |
| i. Sentences are well-constructed | | | | |
| j. Word choice is effective and professional | | | | |
| TOTAL (-20 pts max) | | | | |
| 3. CONTENT (-1 pts each error except a, c, and j; max -3 pts each category) | | | | - 1 - 2 - 3 |
| a. Body begins with introduction paragraph | | | | |
| b. Introduction paragraph states the main topic and main points | | | | |
| c. Sufficient main points are used (Background Paper: 3; Position Paper: 3+) | | | | |
| d. Main point pattern is according to requirements | | | | |
| e. Topic & main points match briefing | | | | |
| f. Main points support overall topic/position and are equally developed | | | | |
| g. Sufficient support provided for main points | | | | |
| h. Statements are supported with logical reasoning | | | | |
| i. Statements are properly supported by facts and references | | | | |
| j. Paper concludes with conclusion paragraph | | | | |
| k. Conclusion paragraph restates the main topic and main points/No new information introduced | | | | |
| TOTAL (-20 pts max) | | | | |
| 4. REFERENCES (-1 pts each error; max -3 pts each category) | | | | - 1 - 2 - 3 |
| a. References formatted IAW <i>Air University Style & Author Guide</i> | | | | |
| b. References are both credible and relevant | | | | |
| TOTAL (-5 pts max) | | | | |
| FORMAT/MECHANICS/CONTENT/REFERENCES TOTAL | | | | |

| MANDATORY REQUIREMENTS MET (-21 each, -21 points max) | | Y | N |
|---|--|------------------|------|
| ORIGINAL WORK <i>Paper developed solely by author and any ideas or thoughts not original to the author are properly cited.</i> | | | |
| MET OBJECTIVE <i>For Background Paper: Paper informs and provides background information to the reader.</i> <i>For Position Paper: Paper advocates for or takes a stand on a topic or position.</i> <i>Assignment turned in on time.</i> | | | |
| PROFESSIONAL CONDUCT <i>Paper composed professionally and content is respectfully communicated (i.e. profanity)</i> | | | |
| | | | |
| MANDATORY REQUIREMENTS TOTAL | | | |
| FORMAT/MECHANICS/CONTENT/REFERENCES TOTAL | | | |
| OVERALL SCORE (Subtract greatest negative value from above totals from 100) | | | |
| EVALUATING OFFICER COMMENTS (OPTIONAL) | | | |
| | | | |
| EVALUATING OFFICER SIGNATURE | | DATE | |
| RANK/NAME OF EVALUATING OFFICER | | | |
| <i>I have read and understand the comments regarding my performance.</i> <i>I do / do not wish to make a written statement.</i> | | STUDENT INITIALS | DATE |