

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