

## Final Paper Checklist

Carefully check through these reminders to make sure the work you're handing in isn't missing any of the basics. You've been working hard on your paper and it's easy to lose track of a detail or two - this list is here to help you catch them!

Note that what you submit as your final paper is what your professor will evaluate, and what we'll send to colleges if you ask us to.

### Before you submit your final paper:

- Did you check you met the paper requirements stated on the syllabus (regarding for example citation style, font size, page count, etc.)?
- Did you check your paper for plagiarism or missing citations through the "Check your paper for plagiarism here" assignment in Course Materials? Did you make sure any highlighted sections are quoted/cited correctly? Does your paper have an appropriate score (not too high, not too low; maybe around 15-30%)? Remember, the Turnitin guidelines are in the Research Seminar: Unit 3 materials.
- Did you remove any comments/edits from the Writing Center or from your professor, so that you're submitting a clean and polished paper?
- Did you give your paper a title?
- Did you put your full name on your paper?

### When you submit your final paper:

- Your final paper should be submitted in your Course, in the Materials section, in the assignment called "Submit your final paper here".
- The file you submit must be in either .doc, .docx, or .pdf format - or whichever specific format your professor may require.
- When you've submitted your paper, you won't be able to submit again - so be sure to double-check it one final time. (If you run into any issues later, your PC can help.)

***Congratulations on completing your final paper!***

### What about **after** you submit your final paper?

- You can expect to receive your **final evaluation** within a month. It will be posted on the LMS, in the Professor-Student Group. (If your paper was submitted in the second half of September or later, we will work towards getting your evaluation back to you in time for college application deadlines, if applicable.)
- In September, we will reach out to you with all relevant information about how to showcase your Pioneer experience in your **college applications**, if you so choose. You will receive full instructions about how you can list Pioneer as a college course or activity, and how you can request that Pioneer submit materials to colleges on your behalf. There will be a survey which you need to fill out to let us know if and how you want your materials sent.
- You're on your way to becoming a Pioneer alumna/alumnus! You'll be able to stay in touch and connect with other Pioneer alumni through our **alumni network** and social media. We will always be excited to provide you with opportunities to network, connect, and discover! We recommend that you add [alumni@pioneeracademics.com](mailto:alumni@pioneeracademics.com) to your address book to ensure you can receive emails from us. Please follow us on Instagram @Pioneer\_Academics (official account) and @scholarsofpioneer (student-run account). If you would like to share content, just send us a DM!