

Check Sheet

Check these boxes before submitting your paper. This is for your benefit only.
Do not submit it to me.

	Yes/No
I understand that my paper will be graded according to a rubric, which I have read and and understood.	
I am not submitting my paper late and I have read the policies about late submissions and make-ups on the syllabus.	
My paper demonstrate a clear understanding of the prompt.	
My paper has addressed all the tasks listed under ‘tasks’.	
My paper uses the material from the assigned readings, notes, and lectures.	
My paper defends any view that the prompt requests me to defend regardless of whether that is my view.	
I have not either directly or indirectly used material from any source without adequately indicating where I am doing so and citing that source.	
My paper is written in the requested style, e.g., essay, dialog, letter, etc.	
My paper contains the required number of words.	
I have carefully proof read my paper.	
My paper is in either docx, rtf, or pdf format.	