



INS101/102: Media Makeover Proposal Checklist

This checklist needs to be reviewed, filled out and included with your assignment submission. Failure to include this with your submission will impact your grade. Please read this checklist carefully.

Proposal Declaration

- ☐ I have read and reviewed the assignment guidelines.
- ☐ I have looked at the Sample Proposal on Moodle.

Basics of Assignment

- ☐ Double spaced, size 12 font, page numbers, and proper paragraph formatting.
- ☐ Cover page (Including: name, student number, title, date of submission)
- ☐ 200-400 words long NOT including the Annotated Bibliography.

Annotated Bibliography

- ☐ Includes one academic source and one popular source
- ☐ Full citation for each source in an appropriate academic citation style (APA, MLA, Chicago etc.)
- ☐ Paragraph (4-5 sentences long) for each source explaining what the source is about.
- ☐ List of three key words for each source.