Dear parents and guardians,

We have begun the process that will culminate in an Africa Research Paper. Traditionally, students place a high priority on this assignment, as it is worth 100 points in the writing category of the gradebook, which is 20% of their grade of their final grade. Please note that this assignment also goes in the LA gradebook, though at a reduced weight. Process points will also total 100 points.

We have many steps along the way to assist in the research and the writing process. Many class periods are scheduled in the SHS library in order to offer students help while working on their paper and help reduce their homework burden. Students are welcome to bring their own devices on research paper work days.

Students will read and take notes in an electronic note card program(NoodleTools), organize research into a 3 level outline, utilize the outline to write a first draft and participate in peer editing. After all these steps, students should be ready to produce the final draft of their paper.

Attached you will find an assignment sheet and calendar with due dates. Time management is important. Please review these dates and other commitments your child may have. Asking your child to share his/her progress along the way, long before the final draft is due, is highly recommended. Managing this process, and the due dates associated with it, is a critical part to your child’s growth as a student.

The best time to for your child to seek assistance from me is after school and on Wednesday mornings during late starts. Students need to schedule appointments with me via email. Please encourage your child to communicate with me throughout this process regarding concerns and questions. This is a great opportunity for freshmen to practice self-advocating.

One more thing that I would like to address is the issue of plagiarism. The Humanities Department at SHS is proactive in addressing the details of plagiarism and the risks.

The most common forms of plagiarism occur when students copy and paste or paraphrase from a source (website/journal/book, etc.) and do not cite that source. Sometimes students copy and paste items, then change a few words to make it appear to be their original work. That is plagiarism. There have been instances where students share information with one another via email and try to modify their peer’s work and submit it as their own, which is plagiarism as well. Plagiarism can consist of a single sentence or an entire online essay.

The penalty for plagiarism, as stated in the student handbook, is as follows

* Standard Consequence for 1st violation is: failing grade for the assignment/ test/project, possible short-term suspension, parent contact
* Standard Consequence for 2nd violation ranges from: failing grade for the assignment/test/project, loss of credit for the entire course if the violation is within the same course and within the same grading period as the first violation, loss of credit with a failing grade and possible withdrawal from the course, including a reduction and possible rearrangement of the student’s academic schedule, possible short-term suspension, parent contact

*\*Please note – if the course is a graduation requirement, the student will need to take responsibility to make up the course requirement on their own, i.e. summer school, correspondence course, etc. as approved by the student’s school counselor.*

* Standard Consequence for 3rd violation and subsequent violations of integrity/honesty policy, regardless of the class or grading period, is: Withdrawal from class with failing grade, including a reduction and possible rearrangement of the student’s academic schedule, Possible short-term suspension, Parent contact

*\*Please note – if the course is a graduation requirement, the student will need to take responsibility to make up the course requirement on their own, i.e. summer school, correspondence course, etc. as approved by the student’s school counselor.*

* Non-Standard Consequences for violation of academic integrity/honesty, as determined by administrative investigation, may include: Successful completion of Academic Integrity Tutorial, Re-do of assignment/test/project without opportunity for grade/credit, Short-term suspension (in-house or out-side of school), Placement with a different teacher/course

Here is a guide to different forms of plagiarism (courtesy of plagiarism.com), which we would like you to review with your student prior to this project.

Each of the 10 most common types of plagiarism are defined below. The types are ranked in order of severity of intent

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| infographic_spectrum_ctrlc.jpg **#1. Clone**Submitting another’s work, word-for-word, as one’s own | infographic_spectrum_hybrid.jpg**#6. Hybrid**Combines perfectly cited sources with copied passages without citation | infographic_spectrum_ctrlc.jpg**#2. CTRL-C**Contains significant portions of text from a single source without alterations | infographic_spectrum_mashup.jpg**#7. Mashup**Mixes copied material from multiple sources | infographic_spectrum_find_replace.jpg**#3. Find - Replace**Changing key words and phrases but retaining the essential content of the source |
| infographic_spectrum_404.jpg**#8. 404 Error**Includes citations to non-existent or inaccurate information about sources | infographic_spectrum_remix.jpg**#4. Remix**Paraphrases from multiple sources, made to fit together | infographic_spectrum_aggregrator.jpg**#9. Aggregator**Includes proper citation to sources but the paper contains almost no original work | infographic_spectrum_recycle.jpg**#5. Recycle**Borrows generously from the writer’s previous work without citation | infographic_spectrum_retweet.jpg**#10. Re-tweet**Includes proper citation, but relies too closely on the text’s original wording and/or structure |

Plagiarism is more of an issue in the era of online information and digital data, in ease and prevalence. It is often the result of students trying to take an easier route, or save time. Turning in an inadequate product and receiving a low grade is significantly more productive than turning in a plagiarized work and receiving a zero, which is the most basic and consistent consequence. Additionally, we are available for students who have difficulty with research or writing to avoid the situation where they feel that some form of plagiarism is their only hope. One thing that we do not see much of is plagiarism out of negligence or lack of understanding regarding what plagiarism. If your student is worried about accidentally plagiarizing, we tell them, when in doubt… cite it. We want to work with students to produce the best possible product and most authentic work.

**Calendar**

**\*\*Subject to Change**

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|  |  |  |  |  |
| **Goals** | **Monday 4/1**  | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Communicate with parents about the research project.Choose a topic that is of interest to youSet up Noodle Tools and turnitn.comBegin research and creating notecards\*Be responsible about use of time in the library – don’t sit by someone who you cannot resist chatting with | Project IntroducedTopic list handed outSet up Noodle ToolsSet up turnitin.com |  | Topic selection research today by end of class to turnitin.com5-10 notecards to Noodle Tools by the end of class | Total 15 notecards to Noodle Tools by the end of classAt least 4 different sources (1 primary source ) | 30 notecards6 sources minimumAt least 1 real bookAt least 1 primary source due by Tues. 4/16 – end of class |
| LibraryTopic selection researchTopic selection research and 5-10 note cards by 4/3 | Topic selection research due end of class on 4/3 | LibraryLook through your notecards tonight.Add categories Background, causes, impacts, political, social, economic | LibraryLook through your notecards tonight.Add categories Background, causes, impacts, political, social, economic |  |
| **Goals**  | **Monday 4/15** | **Tuesday** | **Wednesday** | **Thursday**  | **Friday** |
| Do thorough research and develop a thesisGet help if needed developing your thesisConvert your research into a 3 level outline with a first draft of your thesisGet feedback on your thesis and BTS’s\*Be responsible about use of time in the library – don’t sit by someone who you cannot resist chatting with | Library30 notecards6 sources minimumAt least 1 real bookAt least 1 primary source due by Tues. 4/16 – end of class | Library30 notecards6 sources minimumAt least 1 real bookAt least 1 primary source due by Tues. 4/16 – end of class | Library3 level outline due Thurs. 4/18 by 9 pm to turnitin.comOutline includes thesis, internal citations, works cited page | Library3 level outline due **Today,** 4/18 by 9 pm to turnitin.comOutline includes thesis, internal citations, works cited page | LibraryBegin first draft of paperWhat context do you need?Begin your intro/conclusion.**First draft due on 4/24 to turnitin.com by 9 pm** |
| Look through your notecards tonight.Add categories Background, causes, impacts, political, social, economicFinalize your research and make sure you have specific evidence relating to the impact of your topic. | Finalize your research and make sure you have specific evidence relating to the impact of your topic.Tonight – THINK THESIS, DO A FIRST DRAFT OF YOUR THESIS STATEMENT3 level outline due Thurs. 4/18 by 9 pm to turnitin.comOutline includes thesis, internal citations, works cited page | In class DISCUSS THESIS IDEAS WITH TEACHERS/ PEERS.WHAT BTS’S DO YOU IMAGINE COMING FROM YOUR RESEARCH?Outline includes thesis, internal citations, works cited page3 Level Outline: at least 3 Roman numerals TitleThesis:I. BTS A. EVIDENCE 1. further detail or  Basic analysis  2. analysis B. 1. 2.II. BTS | In class DISCUSS THESIS IDEAS WITH TEACHERS/ PEERSOutline includes thesis, internal citations, works cited page | DISCUSS THE FIRST DRAFT OF YOUR THESIS, AS IT APPEARS ON YOUR OUTLINE, WITH TEACHERS/PEERSDISCUSS YOUR BTS’S, AS THEY APPEAR IN OUR OUTLINE, WITH TEACHERS/PEERS |
| **Goals** | **Monday 4/22** | **Tuesday**  | **Wednesday** | **Thursday**  | **Friday**  |
| Refine / improve your thesis.Write a first draft, submit to turnitin, look at plagiarism report, print your first draftEdit a peer’s paper and get your paper editedUse editing to improve final draftREVIEW THE PLAGAIRISM REPORT ON TURNITN.COM | Library **First draft due on 4/24 to turnitin.com by 9 pm** | **Library****First draft due on 4/24 to turnitin.com by 9 pm** | **First draft due on 4/24 to turnitin.com by 9 pm** | Paper copy of first draft printed and brought to class on 4/25 for peer editing | **Final paper to turnitin.com by 9 pm on 5/1** |
| What context do you need? Refine your intro/conclusion.CHECK YOUR WORD COUNTHEADING, TITLE, WORKS CITED DOES NOT INCLUDED IN WORK COUNT | What context do you need? Refine your intro/conclusion.CHECK YOUR WORD COUNTHEADING, TITLE, WORKS CITED DOES NOT INCLUDED IN WORK COUNT | **After you submit to turnitin.com – look over the plagiarism report!!**Paper copy of first draft printed and brought to class on 4/25 for peer editing | Peer editing in classReview your peer feedback. What do you need to think about as you start your final draft?Look over the plagiarism report. | Look over the plagiarism report!Ask someone at home to look over / edit your first draftBegin your final draft over the weekend |
| **Goals** | **Monday 4/29** | **Tuesday 4/30** | **Wednesday 5/1** | **Thursday 5/2** | **Friday 5/3** |
| **Finalize your works cited page.****Start polishing your paper. Incorporate your feedback. Check your citations.****Write an awesome final draft!****Seek help as needed.** | **Final paper to turnitin.com by 9 pm on 5/1****Paper copy due in class 5/2** | TEACHER DISCRETION REGARDING LIBRARY TODAY**Final paper to turnitin.com by 9 pm on 5/1**Paper copy due in class 5/2 | **Final paper to turnitin.com by 9 pm on 5/1****Paper copy due in class 5/1** | Paper copy due in class today! |  |
|  |  |  | Take a nap after school!Pat on the back for a job well done! |  |

Please see the attached signature page. Please sign and print names, and return by Monday, April 1st.

I acknowledge that I have read the Africa Research Paper letter, reviewed due dates for the upcoming research paper and the plagiarism reminder. Please sign and return by Monday, April 1st.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Student Name (Printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Parent Name (Printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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This is a crucial project that prepares students for Sophomore research assignments and Junior research assignments, in regards to research and writing skills. I thank you in advance for your support.

Julie Anderson