

FOR 100
“Short Paper” Instructions

Early in the semester, you will be assigned a topic question for a short research paper. The purpose of this assignment is for you to learn about a forestry-related topic by developing a written response to a question raised by you or your classmates. After I evaluate your paper, I may ask you to summarize it orally for your classmates.

Your “Short Paper,” which is due Tuesday, 13 February, must:

- i. Open by stating explicitly your paper’s informative and/or persuasive purpose(s). Your opening must preview your paper and make obvious to your readers: (a) the specific question assigned to you; and (b) what you intend your readers to learn, think, or do as a result of reading your paper. In this context, think of your FOR 100 classmates as your target readership.
- ii. Respond to the question assigned to you by providing appropriate information (and the sources thereof).
- iii. Conclude by synthesizing your content into **an explicit statement (or statements) of your intended impact on your readers (i.e. your classmates)**.

IMPORTANT: Do not “camouflage” your writing – make obvious to readers which of the above items (i-iii) is addressed by each section of your paper. Section headings can be effective in this regard.

Your paper must adhere to the following instructions:

- Must be printed by computer or typed
- **Text** may not exceed 1 page in length
- 12-point font
- 1-inch margins all around
- Double line spacing
- Title page, which must include:
 - An informative title that indicates your paper’s specific topic
 - The words, “FOR 100 Short Paper”
 - Your name
 - Your FOR 100 team’s name
 - The date you complete the paper
 - The words, “FOR 100-00X” (where “X” is your section number)
- Acknowledge your sources as follows:
 - Provide brief citations (*e.g.*, author(s) and year) in the text wherever you use information from sources that you did not create yourself. Be sure to use sources that are reputable– be cautious about web pages from organizations with an agenda.
 - Append as a separate page or pages a “Sources Cited” list. This list must provide **complete** citation information for each of your sources. Make sure that each citation is **complete**, so that a reader could actually use it to retrieve and read the source document. Your “Sources Cited” list does not count toward the 1-page text limit.

All your “Short Paper” materials must be stapled together or submitted in a binder – loose or paper-clipped pages will not be accepted. (Keep in mind that I will most likely not have a stapler in the classroom.)

If you submit your paper by Thursday, 1 February, it will be graded and returned to you with comments at the next class session (Tuesday, 6 February). You may choose to accept that grade, in which case you do not need to submit the paper again on its formal due date. Or, if you wish to try to improve your grade, you may revise your paper and resubmit it on the formal due date.

If you opt to revise and resubmit, you MUST attach to your revision your complete original draft containing all of its attachments AND my comments. If you do not attach ***all*** these items to your revision, it will not be accepted, and your original grade will stand. Also . . . if you revise and resubmit, your revision must be thoughtful and thorough. Your grade will not benefit from a revision that is merely cosmetic – please do not waste your time by being hasty.

Your “Short Paper” is worth 5% of your overall course grade and will be graded on content, logic, organizational structure, and writing quality. If I ask you to summarize your paper orally during class time, that summary will be graded separately (P/F), as one of the course’s “Miscellaneous Assignments and Activities.”

The grading rubric for your written paper is on the next page. You should use it as a checklist before submitting your paper.

FOR 100 - "Short Paper" Grading Rubric

(Points for each item are in parentheses; total is 100.)

Adherence to format instructions

- (1) **Text** length 1 page maximum
- (1) All materials stapled together or submitted in a binder
- (1) Printed by computer or typed
- (1) 12-point font
- (1) 1-inch margins all around
- (1) Double line spacing
- Title page, including:
 - (1) Informative title
 - (1) "FOR 100 Short Paper"
 - (1) Your name
 - (1) Your FOR 100 team's name
 - (1) Date
 - (1) "FOR 100-00X" (where "X" is your section number)
- Sources acknowledged?
 - (5) Brief citations (e.g., author(s) and year) within the text
 - (5) Reputable and sufficient sources
 - (5) "Sources Cited" list appended and complete

Information content

- Opening
 - (5) Specific question to be answered is indicated
 - (5) Informative and/or persuasive purpose(s) explicit, in terms of what readers should learn, think, or do as a result of reading the paper
 - (5) Adequate overall preview of paper
- Adequate response to the assigned question?
 - (6) Accurate?
 - (6) Complete?
 - (6) Appropriate?
- Conclusion
 - (5) Recap and synthesis
 - (5) Reminder of paper's intended impact on the reader?

(20) *Grammar and mechanics*

(10) *Overall organization of paper (e.g., writing not "camouflaged")*