This is a checklist for an Proposal accompanying Elkie Burnside’s webtext, “Transforming Writing Rubrics: Assessment and Reflection in Process-Based Courses,” published in *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*, 29(1), available at <https://praxis.technorhetoric.net/tiki-index.php?page=PraxisWiki%3A_%3ATransforming+Rubrics>

## Proposal Writer’s Checklist

Use the following checklist to check your final draft before submission.

## LAYOUT/FORMAT (10 points)

Does your essay have the mains parts and use the guidelines as identified in class?

# FRONT MATTER

**Title page -** Applies one style correctly

* APA OR AMA OR NLM

## Table of Contents

Lists all **MAIN HEADINGS** in BODY section

* In order of appearance
* Includes page numbers

# BODY

* Opening
* Introduction
* Body
* Conclusion/Recommendations
* References

*See Documentation section for specifics*

* Uses main headings appropriately Signal topic of section

Break information appropriately

# END MATTER

* Appendices (Optional)
* Bibliography (Optional)
* Glossary (Optional)

## CONTENT/INFORMATION (45 points)

Does your essay contain the information outlined in class?

## Opening - Lists

* Purpose
* Scope
* Context

## Introduction

* Describe problem/why it needs solution
* Naysayers/rebuttal
* Previous solutions or similar programs/why these are not enough OR what you want to model
* Summarize solution
	+ Cost/time
	+ Benefits

## Method

* Briefly review problem
* Solution Preview
* Details of method
	+ Interview – Who/why
	+ Survey – Who/why
	+ Equipment
	+ Materials
	+ Staff
	+ Schedule
	+ Budget
		- Summary Table
		- Section by section justification

## Conclusion

* Restate solution
* Spirit of cooperation

## References

*See Documentation section for specifics*

## CITATION/REFERENCES (10 points)

Does your essay use correct APA or AMA or NLM citation style appropriately?

# FINAL REFERENCES

All sources

* Used in paper listed in

APA: alphabetical order OR AMA/NLM: use order

* Use correct formatting (DS, hanging indent) Have publication information as needed
	+ Author name
	+ Publication year
	+ Title (article, book, or journal)
	+ Publication information (volume, issue, p. range; location: publisher)

# IN-TEXT

NOTE: *No in-text references should list the article title*

## Direct quotation – Either author tag or parenthetical citation

Author tag: Name (year) states “direct quote” (p. #). Parenthetical citation: “direct quote” (Name, year, p. #).

* + Author name
	+ Publication year
	+ Page number (APA) or footnote (AMA/NLM)
	+ Quotation marks – Word-for-word from source

## Paraphrase – Either author tag or parenthetical citation

Author tag: Name (year) states [summary] Parenthetical citation: [summary] (Name, year, p. #).

* + - Author name
		- Publication year

## DOCUMENT QUALITY (10 points)

* Below expectations

Information required is missing or some is not relevant to task; final product does not demonstrate understanding of rhetorical situation for task; grammar, spelling, or other structural errors prevent document from being understood

* Meets expectations

Information required is present and is mostly relevant to task; final product demonstrates understanding of rhetorical situation for task; some grammar, spelling, or other structural errors may be present but do not prevent the document from being understood

* Exceeds expectations

Information required is present, explicated clearly, and is directly relevant to task; final product demonstrates superior understanding of rhetorical situation for task; no grammar, spelling or other structural errors are present

Total: /75