The following items will be used as criteria for evaluating your Research Paper. This should help to guide you in organizing and writing your team paper.

**TEAM FORMATION.**

You will find 3 other classmates to form one team to complete this assignment. Be sure to take notes on each person’s responsibilities and progress as the performance assessment must be submitted by each team member to turnitin.com one hour before the final exam to receive any grade for this assignment. In addition, one person in the group needs to submit the final research paper to turnitin.com one hour before the final exam or the whole team will receive a zero on their paper.

**YOUR TOPIC MUST BE SUBMITTED ONE WEEK BEFORE EXAM #3.**

*The topic must be any subject of interest that relates to the use of computers.* The topic must be clear and well-defined (don’t make the subject too broad – i.e. The Internet. Use instead Internet privacy issues). Submit a few words on a typed sheet of paper explaining the intended topic or pick from the posted approved list. Any hobby and how computers are used to enhance the hobby are acceptable. NO HISTORY PAPERS. This should be an informational research paper; not a “how to” paper. Some examples: “How computers are used in Winemaking”. “Biography of Mark Zuckerberg”. “How Computers Are Used To Follow Weather Patterns: El Nino”. **Ten points will be deducted from the paper if the topic is not submitted one week before Exam #3.** If you are not able to come to class, you must still submit your team topic before class time via e-mail to the instructor (no attachments). This topic must be approved by your instructor.

**YOUR FINAL WRITTEN PAPER MUST BE SUBMITTED ON THE DAY OF THE FINAL.**

As written in your syllabus, the paper must be approximately 2500 words of content. The topic should be the same one submitted earlier. In addition to submitting a hard copy to the teacher, this paper will be submitted to Turnitin.com in electronic format one hour before the final. There are no late papers accepted.

**PRESENTATION AND FORMAT.**

The paper should be turned in neatly and orderly. No coffee stains and no wrinkles. There is no need for a protective folder; just stapled in the left hand corner. The paper should be done on a word processor, double spaced, pages numbered, approximately 2500 words (this will mean about 5-9 pages). The font size will be 12 point Times New Roman with 1” wide margin around each page. **There is no excuse for misspelled words, you have a spell check!** Remember grammar check will not find all errors. Don’t forget to proofread your report and check for misused words.

The paper should have a title page, introduction, body, conclusion and bibliography. The paper should include subheadings and font changes where appropriate (i.e. When changing topics create a subheading that is larger and bold). The conclusion can include your opinion. **Papers without a bibliography and footnotes will not be graded.** At least five current sources are to be used (no older than 3 years). One source should be within the last 6 months. Only internet articles and sources are acceptable.

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*Prepared by J.Sullivan and S. Sankaran. Modified 7/19/16 M. Mills*
Note on Plagiarism. All papers are to be submitted to Turnitin.com prior to attending class on the final. If not submitted before the Exam, **10 points will be deducted** from the paper. Any paper that uses previous works must be cited appropriately. If paper is a copy of another’s work, the **paper will receive a grade of 0 (zero)**. The class ID needed to add yourself to the class is available on myVCCCD website.

**ORGANIZATION**

Start with title page showing the topic. The paper should begin with an introduction. **Write a clear introduction. State a purpose or objective.** Tell why the team chose the topic, why it interests you, why it is current, or why it is a critical subject where computer technology is concerned. No more than ½ page.

While writing the body of the paper, discuss each point orderly and clearly. If used, it should be evident from the outline or table of contents where the reader is in the paper. Each main point and detailed information about that point in following paragraphs should be evident.

Document with footnotes when information is taken from, or paraphrased, from a source. **Footnotes should be at the bottom of the page. In Microsoft word, go to References, and then Insert Footnote to do this.** Here is how a footnote will look for a website.¹ This one is for a another article.² These are the main types of footnotes. Remember that quoted sources more than two lines must be indented five characters on each side and single-spaced. It is better to not include any direct quotes in this assignment but to paraphrase your research in your own words.

The paper should have a conclusion. You should summarize the paper. Discuss the long term impact of your findings on computer users and industry. No more than ½ page.

The bibliography will go at the end of the paper on a separate sheet of paper. The examples of the Internet should look like the example below and they should be sorted in alphabetical order by author’s last name. If the book or magazine has a volume number it should be in the appropriate place. The bibliography needs to be on a new page. This is a sample only.

**Bibliography**

Writer of webpage Last Name, First Name. Title of article. Complete http://www.complete url/address date published and date accessed information. Remember a publication date should be included.

If there is no publication date on the source then the source will not be counted as one of the five required sources needed for this research paper. If you quote some of the electronic resources available through our library, please see the library webpage on how to document the resource for your Bibliography. We are using Chicago style.

**CONTENT**

While writing the body of the paper, follow the table of contents. You should have a well defined topic and your points should be clear and easy to follow. State the facts. You should be able to give details of the research. Your main points should be supported by the information you found. What you tell us

¹ Author of webpage Last name, First name, Page Title, complete URL(exact address information was found), date published, date accessed.
² Author of webpage2 Last name, First name, Page Title, complete URL(exact address information was found), date published, date accessed.
should make us say, “Wow, we didn’t know that!” Give us some news. It should read like a college paper. Be sure to footnote information you found. Give credit to the people that gave you the information.

**DEPTH OF RESEARCH (Quality sources)**

Make good use of your references. Don’t be afraid to write about what you have read. You may find two conflicting references. You can use them both and explain what this means. Write where you got such in depth and exciting new information. Be sure to submit to turnitin.com one draft bibliography for this paper the week of Exam #4.

If you want to use an outline to help, here is an example. **THIS IS A SAMPLE ONLY, YOUR OUTLINE SHOULD CONTAIN ACTUAL INFORMATION!** You can also do this in Microsoft Word using the outline feature. If you type an “I” then a “II” will appear. If you write an “A” then a “B” will appear. If you type a “1” then a “2” will appear. Remember the more detailed your outline, the easier the actual writing of your paper will be.

Title of Paper

I. Introduction.
   A. Why I chose the topic.
   B. The relevance to computers.
   C. Relation to current events/users.

II. First major point of my topic.
   A. Something I read about.
      1. Some details about what I read.
      2. Some more details about what I read.
      3. A note to myself to footnote here.
   B. Something else relating to that major point.
   C. Maybe some background on that major point.
   D. More stuff.

III. My second major point.
   A. Details about it.
   B. More stuff but maybe from another source.
      1. Maybe some details will go here.
      2. Note to self. Don’t forget to footnote this part.

IV. My Last Main point.
   A. Details.
   B. Details.

V. Summary/Conclusion
   A. The main points that have been discussed have been.
   B. Specifically, the most important was.
   C. What I learned from my research.
   D. I think that because of this new technology, something like… will happen.
   E. Improvements in a certain field have occurred because of this.
   F. Be sure you end the paper, don’t just stop writing, it won’t sound finished.
EVALUATION OF WRITTEN RESEARCH PAPER
CIS16 INTRODUCTION TO INFORMATION SYSTEMS

ITEM 1. PRESENTATION AND FORMAT (20 points)
Be sure it is a neat and presentable document.
1. Title Page (including topic chosen, your name, class meeting times, and date).
2. Table of contents.
3. First content page should have Paper’s title in a larger font then the body of the paper.
4. Approximately 2500 words WITH PAGE NUMBERS.
5. Double Spaced, 1 inch margins. Serif font (no fixed spacing fonts!)
6. Font size 12 points ON WORD PROCESSING SOFTWARE! Don’t save as PDF use docx
7. Footnotes used in Standard Format (look at example).
8. Bibliography on separate page, minimum 5 current Sources as shown in examples (PAPER WITH NO BIBLIOGRAPHY WILL BE RETURNED WITH GRADE OF ZERO).
10. Subheadings within paper. Different formatting then body of report.
11. Paper is clean and stapled in the corner. Do not use a protective cover!

ITEM 2. ORGANIZATION & CONTENT (40 points)
1. Clear introduction – (no more than ½ page).
2. Clear objective or purpose.
3. Clear points.
5. Proper Grammar. Content of paper should be approximately 2500 words (7-11 pages).
6. Facts appropriately documented with footnotes.
7. The paper should flow smoothly from one subject to the next.
8. State conflicts in research.
9. State importance of subject matter based on sources.
10. State any profound discoveries.
11. Conclusions based on research. Conclusion or Summary no more than ½ page
12. Topic discussed as submitted before exam #3 (if not, deduct 10 points) Topic must be approved

ITEM 3. DEPTH OF RESEARCH & CITING – Works Cited(40 points)
1. Bibliography (Works Cited) must be included with paper, minimum 5 current sources (within the last 3 years). This will not be included in your word count.
2. Must have at least one recent article (i.e. within the last six months).
3. Each source you must provide the following information:
   - A paragraph on each site explaining why this source is credible/reliable.
   - When using multiple pages from one author, it is counted as ONE source.
   - Explain how the site information was used in the paper.
   - Age of web site information.
   - A printout of the article’s first page to be submitted with hardcopy paper.
4. No textbooks, encyclopedias, or catalogs.
5. Sources need to be used and documented in footnotes within the paper.
6. References submitted before exam #4 (if not, deduct 15 points)
7. Paper submitted on time to Turnitin.com (if not, paper will receive a zero)

A separate performance assessment must be submitted to turnitin.com by each team member to allocate project points according to work completed by each member.

TOTAL POSSIBLE: 100 POINTS