FORMAL ESSAY GUIDELINES

You will have to write 4 formal essays for the semester. These essays will range from 3 to 6 typed pages each. You must turn in all required formal essays in order to pass the course with a minimum C grade. Each essay must always include the following:

1) a complete first draft (typed, double-spaced)
2) a separate title page with an original title
3) a final draft (typed, double-space with major content revisions and without formatting, mechanical, grammatical, and spelling errors)
4) at least 2 completed peer response/feedback sheets
5) optional—other drafts and notes that show your writing and revision process

Specific assignments and due dates will be announced and indicated on your 2-week schedule of assignments/topics, but for each assignment you will receive an essay assignment sheet with your specific essay topic(s) and due dates. In English 110 essay assignments, your primary goal will be to analyze and explore literature in a thoughtful and intelligent manner, using approaches and techniques we have discussed in class.

DUE DATES:

COMPLETE FIRST DRAFTS AND FINAL DRAFTS OF ESSAYS ARE DUE AT THE BEGINNING OF CLASS ON THEIR SPECIFIC DUE DATES. If you come to class without a first draft on the day it is due in class, or if you are absent on a first draft due date, you will receive a "O" for your first draft—NO EXCEPTIONS. You must, however, still write a complete first draft of the paper and go on to revise it to meet final draft standards. If you do not submit a final draft packet at the beginning of class on the day it is due, your essay will receive a late penalty (minus 3 points for each day late, including non-class days and weekends).

On the day a first draft is due, you must bring your first draft to class so that several of your classmates can read it and give you feedback/suggestions. When the peer feedback session is over, you will take your draft home with you and begin revising it so that your essay is 100% improved. This means that major content changes (not just mechanical, grammatical, and spelling changes) should be made. Getting feedback/suggestions is an absolutely necessary part of the formal writing assignment process. If you are absent on feedback days, you will have to use your time out of class to have someone read your essay and make suggestions. Any final essay packet without a first draft and/or peer feedback sheets will be considered incomplete and will lose points accordingly.

LATE PAPERS & LATE SLIPS:

A late final draft is one that is submitted after roll is taken at the beginning of the class on the day it is due. All final essay packets MUST be submitted at the beginning of class on the assigned due dates; otherwise, they will be penalized 3 points after roll call AND 3 points for each additional day late, including non-class days and weekends. No essays will be accepted via e-mail or fax.

Each student is entitled to an essay late pass. If the need arises, you may turn in 1 (one) late final draft packet with this late pass. Your grade WILL NOT be lowered when you use this late pass, but the essay must be turned in within a week after the original due date. Please note that late slips cannot be used for any other drafts, assignments, tests, homework, or the last essay of the semester.
DRAFTS:

Each essay must include a typed first draft and 2 complete peer feedback sheets. Even if you are absent on a first draft due date, you are still responsible for writing a first draft and getting feedback/responses outside of class. A final draft packet submitted without a first draft will receive a penalty of 20 points off the final essay grade.

All final drafts must be typed and must represent a PERFECT PAPER. This means formatting, mechanical and grammatical errors must be nonexistent. A paper with too many proofreading errors only reflects carelessness. You will be expected to go out of your way to eliminate spelling, grammatical, mechanical, and punctuation errors.

ESSAY REWRITES:

You may revise the only the first 2 essays if the original essay was turned in on time AND included both first and final drafts. Students who decide to rewrite their essays must first schedule an appointment with me to discuss the revision. Arrangements to discuss the revision must be made within one week after the original essay is returned; otherwise, you will lose your rewrite option. If your revised paper shows significant improvement (particularly in analysis, organization, content, etc.), you will receive a higher grade. Rewrites that do not reflect major changes in content will not receive a higher grade.

MISSING or INCOMPLETE ASSIGNMENTS:

In order to receive a satisfactory grade for the course, ALL essay assignments must be completed with a passing grade. You will earn a “D” or “F” in the class if any major essay assignment is not completed. The main reason for this is that a missing essay will cause you to lose between 100-200 points in an assignment category that is worth a major part of your grade; furthermore, these essay points cannot be made up in any other way.

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GUIDELINES FOR WRITING ESSAYS

FIRST DRAFT (also known as "rough" draft) guidelines:

1) Use 8.5” x 11” plain white paper.
2) Type all first drafts (no handwritten drafts, please).
3) Leave a 1- inch margin space on the left, right, top, and bottom of your page.
4) Double space between lines.
5) Put your name and the page number at the top right of each page of your draft.
6) Make sure that your first draft is complete and good enough to share with your classmates. This means your ideas should be developed, thoughtful, and coherent.

FINAL DRAFT guidelines:

1) Type all final drafts on 8.5” x 11” plain white paper. Use one side only.
2) Make a title page. Include all of the following information centered on the page:
Your title page should look like this:

Title of Your Essay  
(Be original and creative.)

Your Name  
English 110, Section #??  
Professor N. Floro  
Assignment #  
Essay Due Date

3) Other pages should have 1-inch margins on the left, right, top, and bottom and should include your last name and page number at the top left of the page as shown below. Double-space each line. Indent each new paragraph. The pages should look like this:

Last name – 1  
Always indent your paragraphs.  
Skip lines and leave a one-inch  
margin on all four sides of the page,  
including the left, right, top, and  
bottom. The font and font size you  
use should be Arial or Helvetica 10  
point type, just like what you see on  
this page. Do not include any extra  
line spaces between your  
paragraphs.

4) Clearly indent each new paragraph.

5) Make final proofreading corrections before you hand in your paper. You must correct any spelling, grammar, mechanical, and typing errors that you find.

6) Be sure the final draft you turn in is your best work. It should always be done in a professional manner and should never be sloppy or show carelessness.