

## Further guidelines for Final Paper

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### **I. FINAL PAPER TASK: Integration of ideas related to leadership, change, media and/or communication.**

In this 8-10 page paper, you should reflect on the key ideas that you would like to carry forward in your workplace and/or in your life. You may use the readings questions, reflections, and analysis exercises to help you formulate the main ideas from this course. Ultimately, this paper should highlight the most important elements that you have learned from the course, and how you would apply them in your workplace and/or life. This is a reflection paper, so outside research is not needed, but include appropriate references to course materials. On the last day of class, each student will be asked to give a brief online post regarding the key themes to the paper (summary of paper). You will also be required to respond to other people's paper summaries on the discussion board.

**II. Title for final paper:** Write a title for your paper. It should be specific and descriptive; it should explain what your paper is about. The reader should know what your paper says just by reading the title. You should include a separate title page. [Please follow APA FORMATTING STYLE for Title Pages and all other paper formatting.]

**III. Introduction and thesis statement for final paper:** Your introduction should be well written and catch the reader's attention, include your thesis statement, and forecast what you will say in the rest of the paper. You should develop a central argument and thesis statement, and then use the paper as a way to support your argument. Your thesis statement should be a statement of argument and should appear somewhere in your introduction.

**IV. Transitions and paragraph structure:** You will need to use transitions between paragraphs and each major section of the paper. Subheadings can help you effectively move from one major section of the paper to another, so make sure to use them in your final paper. Paragraph structure for academic papers should be longer than for a journalistic style of writing. Generally, paragraphs should be between  $\frac{1}{2}$  to  $\frac{3}{4}$  of a page. Paragraphs should start with a claim, and then use evidence to support that claim. Do not start paragraphs with your evidence or the authors that support your claims. Rather, start with your argument, and then use the evidence to support and illustrate your argument. Summarize by argument rather than by author or evidence. Use your own examples to illustrate your point or argument, but also make sure to use supporting materials as well.

**V. Organization of paper:** Organize your papers by ideas, rather than by author. For instance, you may be tempted to summarize in each paragraph a different author or piece of evidence. A stronger way to organize your papers is to focus on the ideas rather than the authors. Make sure to connect each idea with transitions.

**VI. Conclusion for final paper:** Your conclusion should address what you have learned about leadership, change, and communication practices.

**VII. Internal citations and evidence:** You should use the texts to support your arguments and make sure to appropriately credit authors. Cite authors, years, and page numbers (if it is a direct quote). Use quotes if you need to, but they should not be too long. Important: make sure to use appropriate citations of texts. If you are using more than three words in a row from an author, you should use quotation marks. See the following examples:

- A. Aristotle (1962) argued that humans find a balance between opposite vices through the median of excess and deficiency.
- B. Liberal ironism encourages humans to pursue principles of justness that recognize human suffering (Rorty, 1989).
- C. Byrd contends that we should "not perpetuate stereotypes in public or private communication" (Byrd, 2002, p. 245).
- D. According to Christiansen (1998), "not every community ought to be celebrated. Through a moral order we resist those social values which are exclusivistic and divisive" (p. 275).

**VIII. Bibliography:** Include a “Reference” page of any materials cited (including course materials) in the paper. APA guidelines are required for citations. (In APA style, this page is called “References” and not “Bibliography.”)

**IX. Other basic guidelines to follow:** Please use basic **Times New Roman 12 font** and **one-inch margins** (and no bold typeface). Also, **Double Space** your papers. Also, please **number your pages**. The “Abstract” page is optional (not required), but all papers should include a title page (including the author’s name on the title page).

**X. Grading criteria:**

(50%) Development and support of argument/thesis statement uses:

- supporting material from texts (with appropriate citations in the text of the paper)
- well supported claims and effective paragraph structure (start with your claim, not your evidence’s claim)
- in-text citations are in APA format
- reference page is included in APA format, alphabetical order
- supporting examples/applications
- appropriate number of pages in 12 point font, Times New Roman, one inch margins, double spacing

(25%) Quality of writing, paper is free of:

- grammatical errors, typographical errors (GE, TE)  
(its vs. it’s, they’re vs. there vs. their, your vs. you’re, lose vs. loose, chose vs. choose, media vs. medium, overcapitalization, excessive italics or bold type, subjunctive tense, who vs. that, 1980s vs. 1980’s, etc.)
- awkward transition words (now, so, well, and, but, therefore, etc.)
- run on sentences, incomplete sentences (RO, IS)
- contractions (don’t, won’t, etc.)
- excessive wordiness, awkward phrasing and expressions (wordy, awk)
- avoid words like being, one, thing, passive voice, present or progressive tense (Aristotle was arguing. . .), prepositional phrases (the theory of Aristotle = Aristotle’s theory), ending sentences with prepositions
- vague pronoun references (this, that, one, it), tense inconsistencies (mixing past and present tenses) (VR, TI)
- excessive use of second person (2nd person = you, your)
- excessive use of rhetorical questions (RQ)
- other writing problems as specified in your paper (e.g., U.S. vs. America, gendered language, exclusionary language)

(15%) Organization of paper uses:

- consistent support of arguments and central thesis statement
- effective title
- transitions between main points
- effective introduction with thesis statement and forecast of paper
- thesis statement/central theme that is:
  - related to the topic
  - clearly stated in introduction of paper
  - consistent throughout paper
  - appropriately narrow for investigation
  - effective conclusion
- fluidness in writing (e.g., appropriate paragraph length, repetitiveness)

(10%) Summary post of paper:

- summary of key points of paper
- presentation of overarching argument in the paper
- response to other people’s papers