Grading Rubric:

All written papers will be graded utilizing a NGAS grading rubric, as explained below:

\[ \text{N} \] – \textbf{Neatness, proper format, and APA/MLA usage, 35\%} 

- Neatness
  - Name is placed in a header or footer that appears on every page (5).
  - All pages are numbered (5).
  - Paper is doubled spaced (5).

- Proper format
  - Opening (5) – the opening should introduce the reader to the topic and briefly describe what topics will be covered in the paper.
  - Organized body (5) – the paper should flow from topic to topic in an orderly manner.
  - Conclusion – (5) The paper should have a final paragraph that makes a concluding statement and summarizes the key topics that have been presented.

- Reference page
  - References are appropriately listed on a reference page according to the style you have chosen (5).

\[ \text{G} \] – \textbf{Grammar and spelling, 15\%} 

- Grammar, spelling and sentence structure – This is self-explanatory. Check your spelling, grammar usage and sentence structure and/or have someone else check it for you.

\[ \text{A} \] – \textbf{Argument, 30\%} 

- Argument – You need to clearly present several main topics that are supported with reference material.

\[ \text{S} \] – \textbf{Support and reference for your argument, 20\%} 

- Support and reference for your argument – You need to use high quality reference material to support main topics. (at least 5 references)
Phase 1 Research Papers

**Topic**
You must choose topics for your research paper. The topics will be chosen in class.

**Paper requirements**

1. The paper must be 4 – 6 pages not including references.
2. The paper must be completed in Word.
3. The paper must be completed in Arial, using font size 12 with one inch margins and double spaced.
4. The paper must be submitted as an attachment to Safe assign on Blackboard by the due date.
5. Additionally, you must submit a paper copy to the class leader by the due date.
6. The class leader will submit all submitted papers to the Director on the due date.
7. The paper due dates will be announced.

**References**

1. You need to use at least five references
2. At least two of the references must be peer reviewed journals.
3. All the references should be of high quality. Journals and books are high quality, whereas newspapers, magazines and online articles are low quality.
4. You may use APA or MLA style for the paper.
5. In-text citing of the use of reference material is mandatory. If you submit a paper that does not have in-text citing, it will not be graded.

**Paper content**

1. Your topics are very general and there is nothing specific that you have to write about in regards to your topic. The point is for you to learn about the topic and write about what you find relevant. However, here are a few general content areas that are usually meaningful regarding any topic.
   a. Past and present statistics regarding the topic.
   b. Solid definition of the topic
   c. Impact to society
   d. Enforcement efforts

**Late papers**

Assignments are due on the announced date and I expect them to be submitted timely. Any late submission will be accepted with the following reduction:

One day late - 5 pts, Two days late - 10 pts, Three days late - 15 pts, Four days late - 20 pts, Five days late - 25 pts, Six days late No credit