

Extra Credit Essay Evaluation Form

Major Essay Objectives

- Δ tightly-written
- Δ essay on a peculiar topic with molecular genetic underpinnings.
- Δ approved topic chosen
 - OR approval obtained for other topic
- Δ imaginative
- Δ original
- Δ carefully organized
- Δ informed by original sources
- Δ clear & concise
- Δ thorough
- Δ enjoyable to read
- Δ very low “filler” to substance ratio
- Δ genetics content
- Δ aimed to an audience of geneticists
- Δ indications of plagiarism
- Δ carefully acknowledgements made

Essay Checklist

- Δ non-Internet sources including several primary articles in the field of molecular genetics
- Δ careful notes taken on these articles
- Δ topic and ideas discussed with at least three people
- Δ essay outlined
- Δ essay with figures proofread and critiqued by at least two people before submission.
 - * all major essay objectives (above) are checked and areas for improvement noted.
 - * all specifications (below) are checked and areas for improvement noted.
 - * names & signatures of *all* readers should be written on the draft reviewed.
- Δ essay revised and rewritten until essay is *very* good.
- Δ final draft of your essay submitted by November 22
- Δ resubmit, if necessary, the revised final draft by November 24, by noon

Final Composition and Formatting Specifications

- Δ word-processed, single spaced, 1 inch margins, 10 point “Times” font with dark black ink.
- Δ title and subheadings in bold font.
- Δ 2-4 pages, excluding references and figures.
- Δ 2-4 high-quality figures with detailed legends that you have written (not just quoted).
 - * attention to aesthetics: well-reproduced – clear, crisp, and properly sized.
 - * digitally incorporated, photocopied onto paper, or neatly pasted [not taped or stapled].
- Δ your name above “Bio 116 Fall 99” in upper right corner of each page (in the header).
- Δ page number in the center of the bottom of the page (in the footer).
- Δ free of spelling, spacing or capitalization mistakes.

- Δ free of grammatical mistakes.
- Δ no single lines left stranded at top or bottom of page.
- Δ heavy weight unlined paper (20 lb. bond or laser paper).
- Δ no cover page, no plastic cover, no folder.
- Δ stapled in upper left corner.