

Below average performance. Term papers lacks the qualities mentioned above.

**F** Failure. Student's paper was not submitted, was submitted excessively late, or paper **did not** grasp the basic knowledge of content and research methodology.

## **Term Papers**

Your term paper will be retained for accreditation purposes by the Department of Criminal Justice. If you would like a copy of your paper back with comments, you will need to turn in two copies of the paper.

*The term paper should conform to the following guidelines.*

1. All papers will have a title sheet - see example
2. You will use headers and subheaders to **organize the content** of your paper
3. The paper will have a 1.5" left margin and 1" Right, top and bottom margins.
4. Pages will be numbered in the lower right corner (observe margins in numbering)
5. Your paper will not be bound. Staple it in the upper left corner.
6. Your paper will have the following in this order:
  - Title Sheet
  - Abstract of paper (the abstract will be on a separate page and will be a maximum of 200 words. It should report the thesis sentence of your paper, your methodology or data, and your major points)
  - Blank page (for instructor's comments)
  - Text of Paper
  - Bibliography (This is a **bibliography**, not a list of references cited; thus, it should be comprehensive in the resources that you use in preparing the paper. The bibliography will use the APA format.)
  - Appendixes (if any)
  - A biographical page
7. Before submitting your paper you will proof read it for errors and use the grammar check and spelling check programs in your word processor to review the paper for possible spelling and/or grammar errors.
8. You will be required to upload your paper to [plagiarism.com](http://plagiarism.com). This program will review your paper for possible plagiarism.

## **Textbooks/ Resources**

No textbook is required. However, the student is expected to have an English Handbook and a reference book for the APA style sheet.

In addition the student is expected to be familiar with PowerPoint and it is expected that the student's will use PowerPoint to illustrate their oral presentation.

## **Attendance**

Attendance is an expected and necessary requirement of this course. It is recognized that there at times when the student will not be able to attend class but absence from class will impact the student's grade. The student's participation in each class session is considered important to the learning process.

## **Course Evaluation**

Attendance and timely submission of drafts 20%

**Term Paper..... 7096**

**Oral Presentation ..... 1096**

**A** Outstanding performance. Term paper has the following qualities: well stated thesis sentence, well organized, uses headers and subheaders to divide material, clearly distinguishes major and minor points, primary data used for program analysis, appropriate quantitative methodology used competently to analysis data, proper use of modified ASA format for documentation and bibliography, no grammar errors, submitted on time.

**B** Above average performance. Term paper has the following qualities: well stated thesis sentence, well organized, uses headers and subheaders to divide material, distinguishes major and minor points, primary data used for program analysis, appropriate quantitative methodology used to analysis data with no major methodological errors, few errors in the use of the modified ASA format for documentation and bibliography, few grammar errors, submitted on time.

**C** Average performance. Term paper has the following qualities: thesis sentence, organized, uses headers and subheaders to divide material, distinguishes major and minor points, primary data used for program analysis, appropriate quantitative methodology used to analysis data, some errors in the use of the modified ASA format for documentation and bibliography, some grammar errors, submitted no more than 1 day late.

(sample abstract)

## ABSTRACT

An abstract of the paper entitled  
submitted by **{YOUR NAME}** in partial fulfillment of the class **CJ 490 Seminar in**  
Criminal Justice Agencies during the Spring 2000 semester at Chaminade University of  
Honolulu.

Instructor: Dr. James Fagin

ABSTRACT:

**STATE** THE PURPOSE OF THE PAPER, THE METHODOLOGY USED TO GATHER  
DATA, THE MAJOR POINTS OF THE PAPER AND YOUR **CONCLUSION(S)**

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## **Course Evaluation**

Attendance and timely submission of drafts 20%

**Term Paper**..... 70%

**Oral Presentation** ..... 10 %

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(sample title page)

TITLE OF PAPER

A paper **submitted** in partial **fulfillment** of the Bachelor of Science degree in Criminal  
**Justice** and the class CJ 490 Seminar in Criminal Justice Agencies  
Chaminade University of Honolulu

BY

Your Name

Date

**Instructor:** Dr. James **Fagin**