

Sample feedback checklists

I. Reading Analysis: Low grade-weight assignment; student gets 1 sentence written + checklist

Name _____		Reading Analysis Score out of 10: A ✓ shows a completed task; a ✓+ shows strong achievement	
<input type="checkbox"/> Summary covers main points <input type="checkbox"/> Summary is presented in writer's own words <input type="checkbox"/> Summary uses formal language <input type="checkbox"/> All parts of assignment are complete	<input type="checkbox"/> Analysis is original thought, not restatement <input type="checkbox"/> Analysis gives details why <input type="checkbox"/> Analysis "goes deep" on at least one point, not broad "telling" <input type="checkbox"/> Analysis addresses key issues from class discussion		

II. Advanced Project: Draft is commented on, so final gets a few short margin comments and 1-2 sentences

	General academic essay skills		Project #4 expectations
	Intro engages reader's attention, gives background		Focuses on text evidence more than personal experience
	Writer makes argument early in essay; includes a "because" statement or previews essay points		Makes a new argument, not just repeating what a source says and agreeing with it
	Writer makes argument clear in each paragraph		Explains several angles of argument, not repeating
	Paragraphs focus on one topic; each draws conclusions		Includes & refutes opposing or alternative arguments
	Paragraphs contain sufficient evidence + explanation		Incorporates enough relevant, direct quotations; paragraphs often refer to more than one source
	Essay flows smoothly; points grow to conclusions		Conclusion answers "so, what?" about the proposal/argument
	Sentence-level errors are minimal		Quotes introduced, cited correctly, explained; essay has a correct works cited page

Overall Comment (see also checklist above: check-pluses indicate exceptional work, checks indicate proficient work):

- In this essay, I was most impressed with how you....
- To improve this essay, you would want to focus especially on....

Final Score: / 75 (See "Scoring Guide" in the Course Packet for information about this score)

Major Project Self-Checklist

Not all elements here will apply to all projects, but most will apply to yours. Are you sure you've done what you need?

Also: See the **Grading Guide** for your document posted online

Message

- I know what I most want this document to accomplish, and I can point to sentences at several points that are making that happen
- I know where readers might drift or resist, and I can point to sentences where I'm working hardest to reach them at their most distant
- I know what the general conversation already says about this, and I can point to places where I'm stretching beyond it: by combining new ideas, adding my own angle, going out on a limb, or deepening the analysis

Basics

- Document has original, engaging title (not "Academic Project" or "Issues" or "Privacy")
- Document meets typical reader expectations for design and layout
- Document has Works Cited/References Page (or for alternate genre, acknowledges sources in an appropriate way)
- Document meets targeted length and coverage
- Document meets audience expectations
- Document meets any required specifics for this assignment (see bullet points on assignment sheet)

Sources

- Every sentence** (or visual) that has information learned from an outside source is **cited** or noted according to genre conventions
- Every quotation** is smoothly introduced ("According to...") or woven into the sentence rather than dropped in like an alien spaceship
- Every source** that is quoted or cited in the project body is listed in the Works Cited/References page (or noted according to genre conventions)
- Every quotation says something I totally understand, in a way I totally understand it, because if I don't understand it, why would my readers?
- Every source is highly credible: If my skeptical readers checked, they wouldn't roll their eyes at what I'm using to support my cause and lose faith in me

Paragraphs

- Every paragraph/section starts and ends with my voice, the way I want it to start and end
- Every paragraph/section has the blend of supporting information in it that I want to have in it
- Each paragraph/section has a different task, and I know what that task is: I can say, "This paragraph gets readers to ____, and this one is different, it ____"
- Every paragraph/section is in the place I want it to be, so the document builds from an inviting opening to a strong finish