

Term Project : 1st Stages

- Topic due **10/10/17** (Tu) at the beginning of class
- Mini-presentation, in class **10/12/17** (Th)
 - ❖ Objective:
 - Spark you to develop your scope
 - Get feed back on your topic
 - ❖ 2 slides *maximum!*
 - ❖ Email me your ppt by Wed. 10/11 at 5 p.m.
 - ❖ Plan ahead so that you spend a maximum of 1 minute speaking per slide
- Outline due **10/19/17** (Th)
- Peer reviews of outlines due **10/24/17** (Tu)
- Final outlines due **10/31/17** (Tu)

Student Name: _____

Reviewer: _____

OCN 401 — BIOGEOCHEMICAL SYSTEMS — FALL 2017

Writing a Successful Outline

Components of an Outline:

- Title (should be the title of your paper)
- Major headings according to major sections of your paper
- Minor headings beneath each major heading as appropriate

Objectives of an outline:

- To gather and organize your thoughts
- The successful outline will provide you with a road-map to writing your paper
- Various levels of detail are possible. The more detailed the outline, the more straightforward will be the conversion from outline to paper.

Helpful items to include in an outline (*possible extra credit!*):

- Under each heading, include a phrase or sentence summarizing the main point(s) to be made under that heading; these would be your ideas for your topic sentence(s); e.g.,

Topic Sentence Idea: Sources of P to ocean

- If you include the actual topic sentence(s) that you will use to start the paragraph(s) under that heading, you can get *Extra Credit*, but you must LABEL it, as shown:

Topic Sentence: The main source of phosphorus to the oceans is riverine particulate matter.

- You may want to note which reference(s) will provide information to substantiate points under a heading (*Extra Credit!**)
- You may want to note figure(s) and/or table(s) you plan to use in a particular section, and the source (citation) from which these derive (*Extra Credit!**)

An example of an Outline, in proper outline format, follows on the next page. Some important points:

- Your outline should follow the structure suggested in the example that follows.
- However, this is an example *only!* Your outline may have fewer headings than are shown in the example, or it may have more.
- The content of your essay, and the organization of your essay, will dictate how many major headings, minor headings, and/or sub-headings are optimal.
- Be creative in your choice of headings. These not only will guide the reader through your paper, but may provoke the reader's interest in your paper.

Example Outline Format

(Note: Use your OWN headings!)

Title of Paper

I. Introduction

- A. Introduction to the topic*
- B. Objectives of this paper*

II. Background

- A. Overview of the field of study*
 - i. sub-heading-i
 - ii. sub-heading-ii
 - iii. subheading-iii

Possible topic sentence(s), sources to be cited, possible figure(s) and/or table(s) under headings and/or sub-headings, as appropriate

- B. Significance of the field of study*
 - Minor heading and sub-headings as above

III. Paper Topic #1

Minor heading and sub-headings as above

IV. Paper Topic #2

Minor heading and sub-headings as above

V. Paper Topic #3

Minor heading and sub-headings as above

VI. Conclusions

- A. Summary of results and discussion*
- B. Conclusions drawn*

Student Name: _____

Reviewer: _____

Outline Rubric

Strong	Satisfactory	Weak	Criteria	Comments
			Proper use of outline format	
			Proper use of headings, e.g., the hierarchy from major- to minor- to sub-headings is consistent with the material indicated under each	
			Organization: Arrangement of headings makes sense, guides the reader	
			Inventiveness and appropriateness of heading names: Do the headings clearly signal what the content will be, and are they interesting enough to engage the reader?	
			Completeness: Outline covers the full gamut of the paper, from Introduction to Conclusions, with the body of the paper sufficiently fleshed out that the reader has a comprehensive idea of the design and content of the paper	
			Mechanics: spelling, grammar, punctuation, font size, neatness	
			EXTRA CREDIT: Quality and appropriateness of topic sentences	
			EXTRA CREDIT: Quality and appropriateness of citations; proper citation format used?	
			EXTRA CREDIT: Quality and appropriateness of suggested Figure(s) and Table(s): Is it clear how they will support the points the paper will make? Are they legible? Are they interesting?	

Student Name: _____

Reviewer: _____

Outline Grading Categories and Points

Evaluation Category (pts)	Requirement	Possible Points	Points Awarded
Format (2)	Use outline format	1	
	Use 11 pt (PC) or 12 pt (Mac) font	1	
Content (13)	Proper use of headings and subheadings	5	
	Overall organization	5	
	Completeness	3	
Extra Credit (10)	Include possible topic sentences	5	
	Include references for specific sections	2.5	
	Describe or show possible Figures and/or Tables to be used within specific sections	2.5	
Total points		15	
Total points w/ extra credit		25	

Term Project : Final Stages

- **11/7/17 (Tu):** Graded outlines returned
- **11/21/17 (Tu):** 1st draft of paper and revised outlines (plus reviews) due at beginning of class
- **11/28/17 (Tu):**
 - ❖ Graded 1st drafts returned
 - ❖ Student presentations - I
- **11/30/17 (Th):**
 - ❖ Student presentations – II
 - ❖ Meetings with Prof to discuss edits and RAP
 - ✓ Outside class time, by appointment
 - ✓ Optional
- **12/5/17 (Tu):**
 - ❖ Student presentations - III
- **12/7/17 (Th):**
 - ❖ Final paper drafts due at beginning of class
 - ❖ Student presentations – IV
 - ❖ Course evaluations