**College Level Writing Checklist**

1. **Did the student understand the prompt?**
   - Reading directions carefully will ensure that students knows what is expected of them
   - Ask the professor and/or peers to clarify the subject matter if still confused

2. **Is the introduction appealing?**
   - The introduction must establish the subject matter assigned concisely
   - It presents the thesis statement and should set the tone for the overall paper

3. **Does the student have a clear thesis statement?**
   - A thesis statement should be the last sentence of the intro
   - It needs to outline the overall paper and should be arguable
   - The most common thesis is a three-pronged thesis

4. **Are the body paragraphs structurally correct?**
   - Each body paragraph must have a topic sentence that relates to the thesis statement
   - Paragraphs must encompass at least 2 points of what, when, why, where and how the subject is relevant
   - Transitions from one paragraph to another must be clear

5. **Did the Conclusion successfully sum up the overall paper?**
   - The conclusion should not present any new information
   - The conclusion must restate thesis along with the main points of each body paragraph

6. **Is APA format used?**
   - A cover sheet with students name, school, assignment title, professor and date
   - A running head that reoccurs throughout the paper must be included
   - Proper use of in-text citation when student uses sources besides their own words
   - Each paragraph should be relatively the same size
   - A reference sheet should be the last page of every academic paper
   - Font type and Font Size: Times New Roman or Arial, 12pt, double spaced

7. **Did the student submit the assignment in a timely manner?**
   - It is the student’s responsibility to keep the professor informed if work will be late
   - If the student feels overwhelmed visit the tutoring center for additional help
EXAMPLE ESSAY WITH THESIS AND APA citation

Recently, the FDA has claimed ice cream is correlated with high cholesterol and that adults should take caution in giving child under the age of 7 this treat. If you had a child would you follow this suggestion? Please write a short essay of no more than 500 words explaining your decision use at least 1 reference.

Ice cream has been an American treat for centuries. The FDA suggesting preventing a child under the age of 7 to have ice cream is completely ludicrous. I would not follow this suggestion because ice cream is relaxing, it a behavioral conditioning tool and the FDA over exaggerates and finds a new fault in almost every food. --This is a three pronged thesis; three points are made and will be used as body paragraphs--

Body Paragraph 1 – Ice cream is relaxing

- It tastes good making people happier
- If people are relaxed they will become more productive

Body Paragraph 2 – Ice cream is a behavioral conditioning tool

- When children get good grades ice cream can be used as a conditioning tool.
- “Positive reinforcement is a conditioning tool that promotes repetition of a behavior (Bell, 2002).”
- This is an example of APA in-text citation----
- It can also work the opposite way, if a child misbehaves no ice cream for them

Body Paragraph 3 – The FDA over exaggerates

- FDA finds faults with almost every food at some point, making regulations seem like harsh judgments
- With time the FDA normally discloses that nothing was wrong with the food & repeal their initial claim

Although the FDA has suggested adults to take caution in giving children under the age of 7 ice cream, I will not follow this recommendation. Ice cream is relaxing and makes people happy and more productive. It can also be used as a behavioral conditioning tool to either promote good behavior or prevent bad behavior. It is important to note that the FDA often exaggerates and finds faults in almost everything, ice cream is no exception, with time they usually repeal their claims. Ice cream is an ideal treat that everyone should enjoy.

REFERENCE