

English 12 Research Paper Project
PARENT PACKET 2020

- Calendar
- Parent Letter (MUST BE SIGNED AND RETURNED)
- Project Plan, Guidelines, and Possible Topics
- Project Checklist and Due Dates
- PMSD Academic Integrity Policy (Plagiarism Information and Consequences)
- Turnitin.com Registration and Instructions

Student Name: _____ Period: _____

English 12 Final Research Project Schedule & Due Dates (TENATIVE: some dates MAY to change)

MONDAY <i>March 2nd</i> IN CLASS	TUESDAY <i>March 3rd</i> IN CLASS	WEDNESDAY <i>March 4th</i> IN CLASS	THURSDAY <i>March 5th</i> IN CLASS	FRIDAY <i>March 6th</i> IN CLASS
<ul style="list-style-type: none"> *Discuss research paper guidelines, requirements, & due dates (3 weeks ONLY) *Review sample paper/review thesis statement *HW – topic & parent signature due Thurs., 3/5/20 	<ul style="list-style-type: none"> *Wrap up sample paper *Review Thesis Statement *Discuss VRC (Virtual Reference Collection) *HW – topic & parent signature due Thurs., 3/5/20 	<ul style="list-style-type: none"> *Review VRC (demonstrate) *Review MLA 8th Edition *Brainstorm topic choices & literary work selection *HW – topic & parent signature due Thurs., 3/5/20 	<ul style="list-style-type: none"> *Topic & Parent Letter Due Today *Review/create thesis statement 	<ul style="list-style-type: none"> *Review guidelines for parenthetical citations and Works Cited *HW: 1&2 Thesis Worksheet due END of CLASS, Mon., 3/9/20)
<ul style="list-style-type: none"> <i>March 9th</i> LIBRARY 1&2 Thesis Worksheet due TODAY ☺ *Gather information on chosen research topic (include source information) HW: 3-5 Thesis Worksheet due Thurs., 3/12/20 Source Logs w/notes due Fri., 3/13/20 	<ul style="list-style-type: none"> <i>March 10th</i> LIBRARY *Gather information on chosen research topic (include source information) HW: 3-5 Thesis Worksheet due Thurs., 3/12/20 Source Logs w/notes due Fri., 3/13/20 	<ul style="list-style-type: none"> <i>March 11th</i> LIBRARY *Review thesis creation *Gather information on chosen research topic (include source information) HW: 3-5 Thesis Worksheet due Thurs., 3/12/20 Source Logs w/notes due Fri., 3/13/20 	<ul style="list-style-type: none"> <i>March 12th</i> LIBRARY 3-5 Thesis Worksheet due TODAY ☺ *Gather information on chosen research topic (include source information) HW: Source Logs w/notes due Fri., 3/13/20 Outline due Mon., 3/23/20 	<ul style="list-style-type: none"> <i>March 13th</i> LIBRARY Source Logs w/notes checked TODAY ☺ *Gather information on chosen research topic (include source information) *Gather text evidence from chosen literary work. HW: turnitin.com registration due Wed., 3/18/20
<ul style="list-style-type: none"> <i>March 16th</i> LIBRARY *Discuss & register for turnitin.com *Begin graphic organizer using research source logs HW: turnitin.com registration due Wed., 3/18/20 	<ul style="list-style-type: none"> <i>March 17th</i> LIBRARY *Continue working on graphic organizer *Review outline/type HW: turnitin.com registration due Wed., 3/18/20 	<ul style="list-style-type: none"> <i>March 18th</i> LIBRARY *turnitin.com registration due TODAY ☺ *Continue working on graphic organizer and/or begin rough draft 	<ul style="list-style-type: none"> <i>March 19th</i> LIBRARY *Continue writing research paper w/parenthetical citations & Works Cited ☺ HW: Outline due Mon., 3/23/20 Works Cited due Tues., 3/24/20 	<ul style="list-style-type: none"> <i>March 20th</i> LIBRARY *Continue writing research paper w/parenthetical citations & Works Cited ☺ HW: Outline due Mon., 3/23/20 Works Cited due Tues., 3/24/20
<ul style="list-style-type: none"> <i>March 23rd</i> LIBRARY *Outline due TODAY ☺ *Student-Teacher Conf. HW: Works Cited due Tues., 3/24/20 rough draft due Wed., 3/25/20 (hard copy AND on turnitin.com) 	<ul style="list-style-type: none"> <i>March 24th</i> LIBRARY *Works Cited due TODAY ☺ *Student-Teacher Conf. HW: Rough draft due Wed., 3/25/20 (hard copy AND on turnitin.com) *FINAL PAPER & Works Cited DUE END OF CLASS ON Fri. 3/27/20 	<ul style="list-style-type: none"> <i>March 25th</i> LIBRARY *Rough draft due TODAY (hard copy AND on Turnitin.com) *FINAL PAPER & Works Cited DUE END OF CLASS ON Fri. 3/27/20 	<ul style="list-style-type: none"> <i>March 26th</i> LIBRARY *Student-Teacher Conf. *FINAL COPY of research paper & Works Cited due tomorrow, Fri., 3/27/20 (hard copy AND on turnitin.com) 	<ul style="list-style-type: none"> <i>March 27th</i> LIBRARY *FINAL COPY of research paper & Works Cited due TODAY *Submit to turnitin.com (hard copy AND on turnitin.com)

RESEARCH PAPER DUE: Fri., March 27, 2020. Paper WON'T be accepted unless all steps of research process are completed.

***Friday, April 3, 2020 is the last day to turn in any project components and/or the research paper – NO EXCEPTIONS!!!**

****Five (5) points deducted for every school day that project component or final paper turned in late (max. 25 pts.) EVEN IF YOU'RE ABSENT!**

Name: _____

Period: _____

Topic & literary work: _____

Research Project Parent Letter

Dear Parent/Guardian:

Please review the information provided for your child for the required 12th grade research project.

- ✓ The research paper is a ***requirement for all 12th grade students.***
- ✓ The final research paper will serve as the final exam for English 12 and is worth **12% of your student's total grade for the course.**
- ✓ Students will receive process grades for this paper as outlined on the checklist in their packet.
- ✓ ***Research papers will not be accepted unless all components of the research project are completed.***
- ✓ ***Failure to complete this project in its entirety will put a student in danger of failing the course.***

Each student is aware that ***five (5) points will be deducted for each school day that a component is handed in late (maximum of 25 points) EVEN IF THE STUDENT IS ABSENT.*** If your child does not complete the required components, his/her paper will not be accepted and he/she will receive a grade of zero.

In addition, as per the attached Academic Integrity Policy #5129, plagiarized papers will receive a grade of zero.

All English 12 teachers have created a comprehensive guide to aid students in completing the research project. It addresses writing a thesis statement, writing an outline, using parenthetical citations, creating the Works Cited, MLA8 format, and plagiarism. In addition, I have very flexible extra help hours in an effort to accommodate senior needs.

Please see the project checklist and calendar for the schedule and due dates for this project.

While it is not required, I recommend that each student purchase a flash drive on which to save his/her work throughout this project.

Please sign below to acknowledge receipt of this letter and to confirm that you have reviewed the expectations and requirements for the project. Thank you for your support!

Sincerely,

**Be sure to visit class website for additional information
and digital resources: <https://mscarota.weebly.com>**

Ms. Carota

ccarota@pmschools.org

Parent/ Guardian of: _____ (student's name)

I have read and understand the requirements and expectations for the required 12th grade research paper. I am aware of the due dates that my child must adhere to in order to receive credit for the paper. I am aware that my child will have ample time to complete the paper and its components in school, provided he/she utilizes class time efficiently, and that it is his/her responsibility to ensure each component is completed on time.

Parent Signature: _____

Contact Number: _____ Email: _____

2

English 12 Final Research Project

The Plan:

- Select one piece of literature that we have studied this year.
- **Research** and take notes on an event or issue that connects to your piece of literature.
- Determine how this event or issue impacts a character in your chosen piece of literature.
- Create a **thesis statement**.
- Create an **outline** for your paper.
- Write a 3-5 page paper **proving** your **thesis statement**.

Guidelines:

- **Your final paper must be typed (3-5 pages) in 12-point font, double-spaced, with 1" margins. See MLA guideline sheets in research packet for additional formatting instructions.**
- **A minimum of four (4) sources [3 VRC and 1 either *Hamlet* OR *All My Sons*] must be used in your paper. (you should use the PMHS Virtual Reference Collection, Reference Books, and your chosen literature, INTERNET SOURCES MUST BE APPROVED BY TEACHER – NO WIKIPEDIA)**
- **A Works Cited page must be included, and you must use parenthetical citations when citing these sources in your paper. Refer to the research packet for guidelines.**

How much is this worth?

- The research paper is a requirement for all 12th grade students.
- The final research paper will serve as your final exam for English 12 and is worth **12% of your total grade for the course.**
- You will receive process grades for this paper as outlined on their checklist located in student packet.
- *Research papers will not be accepted unless all components of the research project are completed.*
- *Failure to complete this project in its entirety will put you in danger of failing the course.*
- Plagiarized research papers will receive a grade of zero. See Academic Integrity Policy #5129 in packet.

Due Dates:

- ✓ See project checklist and project calendar for component due dates.
- ✓ **Research papers are due on Friday, March 27, 2020****
- ✓ **Five points will be deducted for each school day that a component of the research project OR the final paper is turned in late (maximum of 25 points) EVEN IF YOU ARE ABSENT.**
- ✓ *****No project components or research papers will be accepted after FRIDAY, April 3rd!***
Will result in 25-point lateness deduction. NO EXCEPTIONS!!!

Possible topics for research project:

<u>Title & Author</u>	<u>Genre</u>	<u>Decades</u>	<u>Topics</u>
<i>Hamlet</i> William Shakespeare	play	1600s	depression, suicide, family relationships, monarchy (divine right of kings), revenge, ghosts, society's view of women, incest, political turmoil, etc.
<i>All My Sons</i> Arthur Miller	play	1940s	profiteering, depression, suicide, family relationships, family values, infidelity, society's view of women, Post-Traumatic Stress Disorder (PTSD), social responsibility, political turmoil, World War II, etc.

3

Name: _____

Period: _____

Research Project Checklist & Due Dates

Directions: Each component listed below **must be checked and initialed** by Ms. Carota by the due date listed. Five (5) points will be deducted for each school day that a component is turned in late, **EVEN IF YOU ARE ABSENT.**

This sheet must be completed in its entirety AND attached to the final draft of the research paper in order to receive credit for the research project.

Project Component		Due Date	Date Received & Initials	Lateness	Score
Parent Letter (quiz grade)		Thursday 3/5/20			
Thesis Organizer (class work grade)	#s 1 & 2	Monday, 3/9/20			
	#s 3-5	Thursday, 3/12/20			
Four (4) Source Logs* & Research Notes (class work grade)		Friday 3/13/20	*(3) VRC/reference articles your chosen literary work (<i>Hamlet</i> OR <i>All My Sons</i>)		
Turnitin.com Registration (class work grade)		Wednesday 3/18/20			
Outline (class work grade)		Monday 3/23/20			
Works Cited (quiz grade)		Monday 3/24/20			
Final Paper Due Date <i>Submitted to Turnitin.com AND hardcopy</i> (12% of total grade for Eng. 12)		Friday 3/27/20 DUE DATE			


Failure to complete this project in its entirety will put you in jeopardy of failing the course.

No project components or research papers will be accepted after Friday, April 3, 2020 - NO EXCEPTIONS!!!

TIME MANAGEMENT IS CRUCIAL TO ENSURE SUCCESS! ☺

4

**OFFICE OF INSTRUCTIONAL SERVICES
PATCHOGUE-MEDFORD SCHOOLS
241 South Ocean Avenue
Patchogue, New York 11772
(631) 687-6350**

TO: Secondary Teachers
FROM: Lori Cannetti 
DATE: November 9, 2016
RE: Academic Integrity Policy #5129

At the October Board of Education meeting, Academic Integrity Policy #5129 was adopted. All staff should become familiar with the policy and review it with all students at the beginning of each school year. I am requesting ALL staff at the middle schools and high school to thoroughly review all aspects of the policy with each of their classes upon receipt of this memo. Although I understand that this may cause repetition if all content areas are reviewing, the content and language in the policy is that important for students to hear multiple times throughout the day. The policy will be posted on the district homepage with a corresponding letter from my office. I have attached a copy of the policy and letter for your review. It is recommended that both documents should be pulled up on the ENO board and reviewed.

Beginning in the 2017-2018 school year, teachers will be required to review during the first week of school and it must become part of the information you share at Back to School Night. Should you have any questions, please do not hesitate to contact me or speak to your building principal or director. I appreciate your assistance in reviewing this information with our students.



Patchogue-Medford School District

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241 South Ocean Avenue
Patchogue, New York 11772
(631) 687-6380
(631) 687-6389

Dennis M. Logan, District Clerk

November 2016

Parents and Students:

Patchogue-Medford has a zero tolerance for plagiarism and cheating. The District takes these offenses seriously and we are committed to making sure that all students understand and acknowledge the importance of academic integrity. Cheating is destructive to the school community. Cheating harms relationships and creates mistrust in teachers and classmates. Students who do not cheat also suffer by the inflated grades that result from academic misconduct. Students who choose to cheat or plagiarize will face the risk that teachers and counselors may not want to write their letters of recommendation for college. If students are suspended for cheating or plagiarism, they are required to admit it in their college applications for private schools. Students face life changing consequences when they choose to cheat rather than earning grades honestly through hard work and good study habits. If students are ever unclear about the guidelines regarding the correct way to cite sources, it is their responsibility to consult with their teachers before submitting an assignment. Cheating and plagiarism are forms of academic misconduct and are both dishonest choices that students can avoid.

What is Plagiarism?

Plagiarism means using ideas, opinions, factual information, or language from someone without giving that person appropriate credit. Plagiarism is fraud. Plagiarism includes but is not limited to the following guidelines:

- Including the words of another writer without including proper citation. Copying and pasting from the Internet or other electronic sources—even one sentence—is considered plagiarism unless there are quotation marks preceding and following the quoted material. Student writers must also include a citation of the source (Works Cited page or Bibliography) at the end of their paper. This applies to other forms of expression as well—artwork, photography, computer coding, mathematical calculations, etc.
- Citing the sources used but copying and pasting entire sentences (or photos/graphics/code) without using quotation marks or proper citation methods.
- Presenting the ideas of another writer (scientist, computer programmer or artist) as your own original thoughts. If the paper includes another author's ideas, the student must indicate with footnotes or in a Works Cited page where this source can be found.
- Submitting another student's work as your own (an example would be submitting an essay written by a sibling or another student).
- Submitting a paper or art work, etc. purchased from an Internet essay site.

The Patchogue-Medford School Community's Mission is to provide diverse pathways and varied enrichment opportunities that will lead to meaningful learning experiences for all students.

6

What is cheating?

Cheating includes but is not limited to the following guidelines:

- Copying another student's work or assignment (including homework) to submit as your own.
- Allowing another student to copy your assignment (including homework) with the intention of submitting it to a teacher for credit.
- Using an unauthorized set of notes, cheat sheet, graphic calculator or other storage device during a test or quiz.
- Helping another student without permission on a test or quiz.
- Stealing or borrowing or removing an exam from the classroom or taking it from a teacher without explicit permission.
- Modifying or in any way altering a teacher's grades or official records.
- Using teacher notes, manuals, or guides without explicit permission.
- Submitting an assignment in two separate classes for different assignments without permission from your teachers (in both subjects).

What are the consequences?

- The district has adopted the Academic Integrity Policy #5129 outlining specific consequences. As per the policy, if a student is found guilty of academic misconduct the consequences are:

First Incident

Building principal shall take all of the following disciplinary actions:

- The student shall receive a "zero" or a letter grade of "F" on the assignment or test
- Parental notification
- Oral reprimand

Second Incident

Building principal shall take all of the actions listed above and may take any or all of the following disciplinary actions:

- No public recognition of academic honors
- Ineligibility for or removal from District-sponsored honor societies
- Withdrawal of District-sponsored scholarship
- Written reprimand placed in permanent record

Third Incident

In addition to any of the actions listed above the building in consultation with the superintendent or his/her designee may impose the following disciplinary action:

- The student shall receive a letter grade of "F" in the course and be dismissed from the course for the remainder of the semester/year with no credit.

A copy of the policy is attached and can be found under the Board of Education link on the homepage of the District website.

Sincerely,



Lori Cannetti
Assistant Superintendent for Instruction

ACADEMIC INTEGRITY

The school district seeks to create an academic environment based on integrity, honesty, and hard work. Students are expected to maintain high standards of personal honesty at all times, presenting only their own work for class assignments, quizzes and tests, reports and projects. The administration, faculty, and student body all work together to develop a school culture which praises and fosters academic integrity. All researched work, whether quoted, summarized or paraphrased, is to be documented properly as directed by the teacher. Cheating, plagiarizing, and examination fraud constitute academic misconduct.

Cheating consists of, but is not limited to:

1. Referring to unauthorized notes or devices during a quiz or test (this may include, but not be limited to, the use of Cliffs Notes, crib sheets, personal notes, and/or electronic inscriptions);
2. Obtaining copies of a test or information about the contents of a test without the teacher's knowledge;
3. Altering a grade after a test;
4. Changing and/or falsifying a grade in the district's and/or a teacher's written or electronic grade record;
5. Looking at another student's quiz or test for purposes of obtaining answers or information;
6. Assisting another student to cheat.

Plagiarism consists of copying, summarizing or paraphrasing information (another's thoughts, words, images or sounds) without giving credit to the original source, generally in essays, papers, projects and reports. It may be a few borrowed words or paragraphs, background information that is not acknowledged, or an entire paper or project obtained from another, downloaded from the Internet, or purchased from a paper mill.

Examination fraud, where an examination is under the authority of the Board of Regents of the New York State Education Department, includes:

1. The use of unfair means to pass an examination
2. Giving aid to, or obtaining aid from, another person in any examination
3. Alteration of any Regents passcard or other credential
4. Intentional misrepresentation in connection with examinations and credentials.

Teachers, administrators and any other member of the district staff shall *promptly* report any suspected violations of this policy to the building principal, director, superintendent, or his/ her designee.

Academic Integrity (Continued)**Consequences of Academic Misconduct:**

Any alleged act of academic misconduct by a student shall be evaluated on a case-by-case basis by the building principal or his/her designee. The building principal shall follow the disciplinary actions listed below when a student is found to have engaged in academic misconduct:

First Incident

Building principal shall take all of the following disciplinary actions:

- The student shall receive a “zero” or a letter grade of “F” on the assignment or test
- Parental notification
- Oral reprimand

Second Incident

Building principal shall take all of the actions listed above and may take any or all of the following disciplinary actions:

- No public recognition of academic honors
- Ineligibility for or removal from District-sponsored honor societies
- Withdrawal of District-sponsored scholarship
- Written reprimand placed in permanent record

Third Incident

In addition to any of the actions listed above the building in consultation with the superintendent or his/her designee may impose the following disciplinary action:

- The student shall receive a letter grade of “F” in the course and be dismissed from the course for the remainder of the semester/year with no credit.

In addition to the above sanctions, any student removed from a course with a letter grade of “F” or any student who engages in academic misconduct may not be eligible to receive any District-sponsored award, recognition, or hold any student leadership position.

Disciplinary sanctions beyond those listed here, including detention, in-school suspension, and out-of-school suspension, may be issued by the Building Principal in addition to the academic sanctions listed above, in accordance with the District’s Code of Conduct.

Academic Integrity (Continued)
Third Incident (Continued)

Any student believed to have engaged in academic misconduct shall have the right to an informal conference with the Building Principal to present his/her version of the events prior to the imposition of the above-listed sanctions. Students may appeal sanctions to the Superintendent of Schools by submitting a written appeal to the Superintendent within five (5) business days.

Special Consequences for Examination Fraud:

If, in the judgment of the Principal responsible for administration of an examination under the authority of the Board of Regents of the New York State Education Department, upon the basis of evidence deemed by him/her to be sufficient, a student has been found guilty of having committed or attempted to commit fraud in the examination, the Principal shall be authorized to cancel the examination and to exclude the student from any subsequent Regents examination until such time as the student has demonstrated by exemplary conduct and citizenship, to the satisfaction of the Principal, that the student is entitled to restoration of this privilege.

Before such a penalty is applied, a student accused of having committed or having attempted to commit fraud in an examination under the authority of the Board of Regents of the New York State Education Department, shall be given an opportunity to make satisfactory explanations, including the right to appear before the Board of Education or a person(s) designated by the Board, together with his/her parent(s), and, if so desired by the parent(s), an attorney, all of whom shall be given the opportunity to ask questions of the examiner(s) and any other person having direct personal knowledge of the facts. The Board or the person(s) designated by the Board for the purpose of such inquiry may affirm, modify, or reverse the findings or penalty, if any, imposed by the Principal. The Principal shall report promptly to the Commissioner of Education, the name of each student penalized under these provisions, together with a brief description of the circumstances, in accordance with Section 102.4 of the Commissioner's Regulations.

Ref: Education Law § 225
8 NYCRR § 102.4

Cross-ref: Code of Conduct

Adopted: October 24, 2016

10

Creating an Account on turnitin.com

1. Go to www.turnitin.com
2. In the top right corner of the page, click on “Create an Account” (under “Login”).
3. Scroll down to “New Students Start Here” and click on “Create a User Profile”.
4. Scroll down to “Create a New Account” and click on “student”.
5. Fill in all requested information (class ID and password listed below).
6. Give email and password to Carota for safe-keeping. ☺

<u>Class/Period</u>	<u>Class ID</u>	<u>Enrollment Key/Password</u>
English 12 Period 1	24026362	carota1
English 12 Period 5	24026439	carota5
English 12 Period 6	24026624	carota6
English 12 Period 8	24026837	carota8

To submit an assignment:

1. Log in on www.turnitin.com.
2. **Click on your class to view all assignments.**
3. Click “submit” next to assignment you wish to submit to turn in your work.
4. Assignments may be revised and resubmitted (if, according to the generated report, this is necessary) in the same manner *prior to the due date*.