

## PAPERS 3 AND 4: RULES OF ENGAGEMENT

Papers 3 and 4 will be the first and second draft of a 2,500 word essay. Together they are worth 150 points. Your grade on the first draft (due March 23<sup>rd</sup>) will be tentative, meant to show how you are progressing. Your grade on the second draft (due March 30<sup>th</sup> or April 6, depending on which student presentation group you fall into) will indicate what portion of the 150 points you have earned.

Please observe the following conventions:

1. Each paper must have a separate title page to include the following:
  - title of paper
  - your name
  - a single paragraph Abstract
  - the paper's total word count
2. The paper should be divided into named sections. Use a bold face or underlined section heading for each section. The section headings will probably be a close approximation to your outline.
3. You will be allowed to incorporate any corrections and suggestions noted in the 3/23 writing clinic or in instructor feedback into your final draft.
4. If your final draft is short of 2,500 words, expect to be docked proportionately: a 2,000 word paper will gain a maximum score of 80% of 150 points. Do the math.
5. If you don't feel you have enough to say on your selected topic to use up 2,500 words, you may extend the topic to include any additional aspect of ethics. Any subject that MacIntyre touches upon is fair game. Please let us know if you intend to extend your topic and in what way.
6. Feel free to show your drafts to anyone and everyone prior to submission and to solicit advice on how your writing can be improved. Even though this is a graded product, we want you to get the help you need to write the best paper you can. Obviously it would not be proper to ask anyone else to write parts of the paper for you.
7. There is a writing laboratory available for your use. It is located in 402-404 Neville Hall. Your best bet is to make an appointment at 581-3828. There is no charge for its use and any member of the University community can use it. Generally, their hours are 9 am-4 pm M-F, but call before you go.
8. Please bring *two* double-spaced printed copies of your first draft to class on March 23. In the writing clinic portion of that evening, we'll ask you to show your work to selected classmates for their suggestions and to be prepared to return the favor by looking at their work.


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March 16, 2009

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### Welcome to the Writing Center Online!

**Director: Harvey Kail**  
**ESL Specialist:** Jane Morse  
 402 Neville Hall  
 581 - 3828

**Hours:**  
 Monday - Friday 9-4

We offer feedback on written work for all University of Maine students, faculty, and staff. Our goal is to help you become a better writer and we believe that collaboration is the key. We won't proofread your paper, but we will help you think critically about your own writing and give suggestions on how to make it stronger.



Our sessions are for all types of writing and last anywhere between 5 minutes to an hour - it's up to you! Whether you're working on an essay, a biology report, or a graduate thesis, we'll try our best to assist you.

Of course, no matter what kind of information you're looking for, you don't need to have a session to use our resources. You can drop by and use our handbooks or look something up on our computers.

### We provide:

- Grammar and Documentation handbooks
- Writing handbooks
- Style manuals
- Microsoft Word
- Dictionaries/Thesauruses
- The Internet

We also have a specialist for International and ESL students, Jane Morse. Jane keeps different hours and makes her own appointments. Call the Writing Center and ask for Jane if you would like to set up an appointment with her.

If you're looking for a second opinion, advice on grammar, or help developing ideas, the trained **tutors** are ready to work with you on your writing needs. We hope that you'll check out the Writing Center and see what we're all about!

Writing Center  
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 Orono, ME 04469  
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*A Member of the University of Maine System*