

Module 5 Check-In: Rough Draft & Tutor Review

Objective: For the Module 5 Check-In, you will write the rough draft of your research paper and submit proof that you had a GMC Online Tutor review it.

Step 1: Prepare to Write

- **Keep Your Topic:** You must use the same Career that you selected in Module 1 and researched in Module 3. Do **not** select a new topic unless you have received explicit, written approval from your professor.
- **Review Resources:** Review the directions, the provided graphic organizer, the grading rubric, and any previous feedback from your professor to ensure you are on the right track.

Step 2: Write Your Rough Draft: Your submission must be a complete, formal research paper written in essay format (not an outline and not an annotated bibliography).

Draft Requirements:

- **Length:** A minimum of 300 words (excluding the Works Cited page) and at least 5 fully developed paragraphs.
- **Sources:** You must include at least **two** credible sources on your Works Cited page (Occupational Outlook Handbook must be one).
- **Citations:** You must include MLA in-text citations within the body of your paper for every source listed on your Works Cited page. Papers without in-text citations will lose significant points.

MLA Formatting Checklist: Review the MLA formatting videos in the Student Resources. Your paper must meet these standards in addition to other MLA formatting topics:

- **Font:** Times New Roman, 12-point.
- **Margins:** 1 inch on all sides.
- **Spacing:** Double-spaced throughout the entire document (including the Works Cited page).
- **Alignment:** Left-justified (do not use "full" justification).
- **Indentation:** Indent the first line of every paragraph one half-inch (use the Tab key).
- **First Page Heading:** Top left corner, double-spaced: Your Name, Your Instructor's Name, Course Number (LDR 201), and the Date (Day Month Year).

Step 3: Submit to a GMC Online Tutor: You must submit your Rough Draft Essay (Word Document) to the **Brainfuse Online Tutoring** service for review. This must be submitted

as a WORD document and NOT PDF! Tutors cannot leave feedback directly in a PDF (this is in the directions).

- The link to Brainfuse is located on the main class page near the "Grades" and "Modules" links.
- Include the **Goals Essay Graphical Organizer** with your submission to the tutors.
- *Note: Plan ahead! It may take **24-48 hours** to receive feedback from a tutor, so do not wait until the last minute to submit your draft. The tutors will send your reviewed paper to you through the BRAINFUSE INBOX (not your Canvas messages and not your email!).*

Step 4: Upload Your WORD Assignment to the Classroom: Once you have completed your draft and received your tutor's feedback, you will upload your paper submission from the tutor here. It includes a summary of their feedback attached to your paper. **There will also be feedback directly in the paper. All (feedback and comments in paper) must be submitted to earn credit and to advance to the next Module. You cannot advance to the next module until you earn 100% on this Check-In.**

- **File Format:** Microsoft Word (.doc or .docx) only using the following naming protocol: **LastNameFirstNameRoughDraft** (example: **MilesBethAnneRoughDraft.doc**)

(This first image shows where to click on "Launch Brainfuse" so that you can access the online tutoring.)

This second image shows what the online tutoring will look like once you click on the Brainfuse link:

- **Note:** The LDR 101 Essay Draft should have a Turnitin Similarity Index of less than 20% after your Works Cited page is omitted. Failure to have a Similarity Index of 20% or less will have a negative impact on your grade. Once you submit your paper, make sure to immediately check your Similarity Index and delete your paper if you are not satisfied with the Similarity Index. Do not leave it as submitted if you plan to make changes to it. Once your paper is graded, you may **not** resubmit it for a different grade. Note, submitting a paper (or parts of a paper) you used in another course is not allowed and is considered plagiarism. Contact your professor if you have any questions or concerns. Make sure to review the Student Resources if you need help with [Turnitin Submissions](#)Links to an external site.

The Tutor submission response that you will submit for this module will look similar to this image:

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Remember that your feedback summary and paper (with comments) from the tutor must be submitted to earn credit and to open the next Module.

Make sure to include the directions and grading rubric when you submit your work to the tutors.

Review feedback from the tutors before you submit your Final Draft in Module 7. Again, the tutors will send your reviewed paper to you through the BRAINFUSE INBOX (not your Canvas messages and not your email!).

Upload the assignment as a Microsoft Word (.doc or .docx) document (not PDF or JPEG) using the following naming protocol: LastNameFirstInitialModule5 (example: MilesBModule5)

LDR 101 Tutor Check-In Rubric

LDR 101 Tutor Check-In Rubric

Criteria	Ratings	Points
· view longer description	Exemplary Acceptable and credible proof is submitted. 100 pts No Submission The student did not provide credible proof of review AND the tutor's feedback. OR Only receipt of submission is submitted (must include the feedback too!) OR No submission was made. 0 pts	/100 pts