

## COUN 231 - Seminar in Ethics and Professional Practices of Counseling

✓	<u>Task List for Successfully Submitting Your Paper</u>
<input type="checkbox"/>	Before you "finish" your paper, examine <b>all the links</b> in the website textbox where you found this document. There you will find a template for the <b>OFFICIAL COVER PAGE</b> for your paper. I have also included a copy of the <b>GRADING RUBRIC</b> that I will use to read and evaluate your paper.
<input type="checkbox"/>	Please <b>read</b> your paper <b>at least one more time</b> . Let's keep the <b>PROOFREADING ERRORS</b> to a minimum! You might have a "trusted" friend, or at least someone who will give you honest feedback, read it for final fit-and-finish. Take one more look at your APA formatting and resolve all style issues. <b>THIS IS A BIG DEAL.</b>
<input type="checkbox"/>	If you are using a word processor other than Microsoft Word, please save your file in Microsoft Word format; newer word processors (e.g., Apple's Pages, Open Office, WordPerfect, Google Docs, and others) have a "save as" function for this purpose. <b>DO NOT SUBMIT YOUR PAPER IN .pdf FORMAT.</b> Your paper will be evaluated in MSWord only. <b>Save everything in only one document file.</b> Using your last name, first initial, and semester-and-year, the document file should be formatted as follows (P.S.: not my name!): <b>SmithH-SP18.doc -or- SmithH-SP18.docx</b>
<input type="checkbox"/>	You are going to submit your paper to Turnitin via Blackboard. If you log on to Blackboard you'll find COUN 231 in your menu of classes. Click on the course and it will take you to the instructions.  Once submitted, it will take about an hour before you can view your "Turnitin Report." You can submit rough drafts if you wish; your final draft will be the last paper submitted. <u>Papers must be submitted by 4:00 p.m. on Thursday, November 15, 2018</u> ; Turnitin will take late papers up to a point, but there are penalties for that.  <input type="checkbox"/> <b>NEXT, e-mail the SAME paper to me at <a href="mailto:h.dan.smith@gmail.com">h.dan.smith@gmail.com</a>.</b>
<input type="checkbox"/>	<b>PRINT your References section ONLY</b> and <u>bring it to class on Thursday, November 15, 2018</u> . Nothing formal here; you can handwrite your name on the page(s). I'll need to have this with me while reading your paper.
<input type="checkbox"/>	<b>Be patient.</b> I have 21 papers to read and they take time. I will return your paper as soon as it is read and evaluated, so your paper can come at any time in the next two weeks. If, after receiving your paper (via email) and watching your "little movie" about your paper, you have any questions, please don't hesitate to let me know.

10-30-2018

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