

# TERM PAPER PROJECT INSTRUCTIONS

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**WARNING:** Do **NOT** commence work on your paper before you have thoroughly familiarized yourself with *all* the instructions in this document. You will lose points (including the possibility of getting an F) for failing to follow any one or more of the instructions.

## 1. Introduction: Automatic F Grade

Conditions under which you will be assigned an *automatic* F grade for this paper:

1. Some or all of your references are from outside the sources you are required to use (see section on **researching sources**, below).
2. Your paper is not on the assigned topic (see below).
3. Your paper is not accompanied by a detailed **one-page outline** (see below).
4. Your term paper is not written by you. (Here, additional penalties may also be imposed, per guidance of the University's Academic Integrity Office.)
5. You have plagiarized some or all of your paper. Note: your paper will be run through a plagiarism detection software available to instructors. (Here, additional penalties may also be imposed, per guidance of the University's Academic Integrity Office.) **See below for additional definitions of plagiarism.**
6. Your paper has no citations.
7. Your paper has no references that you are citing.
8. Term paper is not in **MS Word** format (required to facilitate processing by plagiarism detection software). No, PDFs are not acceptable.

**Warning:** If you do not hand in a proper *outline* of your paper (together with your completed paper), your entire paper you will get an automatic F grade.

## 2. Points Deductions

Conditions under which you will lose points (including the possibility of ending up with an F grade):

1. Not following *any* of the instructions specified in this document.
2. You are handing in the paper late (see below).

## 3. General Instructions

1. You will lose points (including the possibility of getting an F) for failing to follow any one or more of *all* instructions specified in this document.

2. Your paper must be written while consulting the **Writing/Researching Term Papers Guide** (see Reading **R** of the *Educational Success Packet* available via your class home page). However, if there is a discrepancy, the instructions specified in **this** document supersedes those in the Term Paper Guide.
3. Your term paper must be accompanied by a one-page *term paper outline* (see below).
4. The score for your paper **will be averaged with your score for the Term Paper-related Test.** ← **IMPORTANT** (Reminder: the term paper is worth 50% of the *term paper project* which is worth 20% of the course grade.)
5. Your term paper must be submitted in **MS Word** format. (This is the only word-processing format that is acceptable.)
6. Your term paper must have a cover page. On the cover page of your paper indicate (a) paper title (see below), (b) your name as it appears in school records, (c) course number, and (d) semester.
7. The first page of your term paper (which is *not* the cover page) must be the **outline of your paper**. (See instructions below.)
8. **You may be required, at my discretion, to submit to a Zoom interview based on the references you provide in your paper.**
9. Footnotes are **required** in your term paper.
10. This document contains live links to internet material; therefore, access it while online.
11. References to Wikipedia or any other encyclopedia is NOT permitted. (However, you can consult these materials while doing your research—you just can't use them as references.)
12. **Your term paper must reflect closely—repeat, closely—the references you list.** Therefore, do not choose your references willy-nilly.
13. **Study the slide image on the right.**
14. **All points allocation will be final;** I do not negotiate my grading.

## 4. Paper Due Date

- (a) To be **e-mailed** to me in MS WORD (and no other word processing format) no later than **May 15, 2022 (midnight)** via the UB e-mail system. (Do NOT use the UB Learns e-mail system.)
- (b) Penalty for late papers: **TWO** grade levels down for each day it is late.

## 5. Plagiarism

- (a) **Plagiarism is an offense, and it is punishable by death** (which in this instance will mean an F grade for the entire course). I may also seek additional punishment, such as asking that your transcript be permanently annotated that you were caught plagiarizing material in your paper.

- (b) Plagiarism refers to the use of **ideas and/or words** of someone else without giving credit in order to pass them off as your own. In other words, for every main idea, fact, etc., and for every direct quotation there must be an appropriate reference provided. Please see this short video on how to avoid plagiarism:  
<https://vimeo.com/91541104>
- (c) Plagiarism in this course also refers to submitting a paper written by someone else, OR submitting a paper *you* have written for another course, OR using an AI software/program.

**Warning:** If *some or all* of your references are from outside the sources you are required to use (see the section on **researching sources** in this document) your paper will be assigned an automatic F grade.

## 6. Researching Sources

1. Your research must be based **exclusively**—repeat, exclusively—on the extensive materials available at the **Materials for Course Assignments Depository** at elegantbrain.com. Why? To discourage cheating. **No other sources are acceptable.** ← Read this sentence again.
2. The specific sections of the depository you are **required** to consult are:
  - (a) *Readings-Packets* 1 through 7, available via PART **A** of the depository.
  - (b) *Glossary of Course-related Terms* available via PART **B** of the depository.
  - (c) *Timeline of the Racialization of United States*, available via PART **A** of the depository.
  - (d) Items **A6; A11; and A19** of instructor's notes—all available via PART **L** of the depository.

## 7. Required References

- (a) All your references must come from PART A, Readings-Packets 1 through 7 of the **Materials for Course Assignments Depository** at elegantbrain.com (See above). No other references are acceptable. Why? To discourage cheating.
- (b) You must provide a minimum of **twelve to fifteen** references (the more the better).
- (c) All references you list **must** also be cited within your paper. (Question: what is the difference between a citation and a reference? See the *Term Paper Guide*.)

- (d) You are NOT allowed to use the instructor’s notes (available in PART B and PART L of Materials for Course Assignments Depository at [www.elegantbrain.com](http://www.elegantbrain.com)) as references. However, you should still consult them for definitions, concepts, perspectives, etc.
- (e) All references must be listed on the references page; and number each reference item in the list (see below).

**Warning:** If you do not hand in a proper *outline* of your paper (together with your completed paper), your entire paper you will get an automatic F grade.

## 8. References/Citations Format

- References must be listed in this format:
  - Alphabetize references by *title*.
  - Number the alphabetized reference list. ← for purposes of citations in your paper, **super-important**.
  - Provide link to each reference item from the elegantbrain online depository.
- Example of format: supposing you cited an item titled “The Re-Segregation of Public Education” then in your References page it would appear as
  - The Re-Segregation of Public Education.  
<http://www.elegantbrain.com/edu4/classes/readings/333readings/resegregation.pdf>NOTE: in this particular term paper, we are NOT using any of the usual style formats—such as MLA, APA, etc.)
- Citations format:** Cite references using the **in-text** citation format (see Term paper guide on what “in-text citation” is) using this style: (p. xx, Reference Z), where *p.* equals page number within the article you are citing, and *Reference Z* equals the reference number for the reference listed in your reference page.

## 9. Paper Topic and Title

- Write a **12-14** page term paper (does not include the cover page, the term paper outline, and the references page) that (a) **analyzes** these two films, available via the class films list, *Free State of Jones*, and the *Hundred-Foot Journey—both sections*, based on (b) the main points made in the video titled *Institutional versus Interpersonal Racism*, available via the class films list, and (c) which is carefully supported by citations from references available in PARTS A, B and L of Materials for Course Assignments Depository at elegantbrain.com. Your paper must be accompanied by a term paper outline, described in this document, that carefully outlines the paper you will be handing in. Your paper should explore the thesis advanced in this course that given the functions of institutional racism in this society

it is not possible to eradicate it when compared to interpersonal racism. In other words, the best one can hope for, in a society, such as this one, is the creation of what may be called "spaces of racial respite" where enlightened and decent individuals overcome racism/ethnicism at the individual *interpersonal* level to create a fair and friendly environment for everyone in those spaces.

2. The title of your paper is: *Institutional versus Interpersonal Racism—A “Cinematic” Analysis*.

## 10. Paper Structure

Every *academic* paper has a coherent *structure*, based on logic (and a long tradition). Many students find it difficult to come up with one when they are doing their last-minute “stay-up-all-night” papers. Therefore, you **must** write your paper using the following structure. (You will lose *many* points for failure to do so.)

**I. Your introduction to the term paper** (consult the term paper guide on what an introduction does). (a) State the problem. (b) Define institutional racism versus interpersonal racism. (c) Provide evidence of the existence of institutional racism today in the U.S. (d) Explain why it is, or it is not possible to eliminate institutional racism.

**II. The body of your essay** (consult the term paper guide on what goes into the body).

Analyze the three assigned films on the basis of the problem you have described in the Introduction..

← This should be the longest section of your paper.

**III. Your conclusion** (consult the term paper guide on what the conclusion does).

Indicate what factors can promote the elimination of *interpersonal* racism.

## 11. Paper Format

(a) **Length:** See *Paper Topic and Title* section (above).

(b) **Type and Font:** Times Roman, in 12 pt.

(c) **Line Spacing:** double spacing throughout (except for the cover page and the reference page).

(d) **Paragraph Spacing:** No extra spacing between paragraphs.

(e) **Margins:** one inch all around.

(f) **Title of your paper:** See *Paper Topic and Title* section (above).

(g) **Electronic file format:** MS Word (no PDFs)—to facilitate processing by plagiarism detection software.

- (h) **Cover page:** with appropriate information (your full name as it appears in school records, semester, course title, and title of your paper).
- (i) **References Cited page:** list references from sources indicated in *Required References* section (above).

## 12. Quotations in Paper

1. You are not allowed to have more than THREE quotes in your entire paper (regardless of the length of the quotes).
2. No quote may exceed 50 words in length.
3. All quotes must be properly referenced.

## 13. Footnotes in Paper

1. Your paper must have at least two to four footnotes.<sup>1</sup>
2. Footnotes can be used to
  - (a) amplify or elaborate on points within the paper, and/or
  - (b) define concepts and terms mentioned in the paper, and/or
  - (c) provide additional references.

## 14. Preparing the Paper Outline

1. You must submit a **detailed outline** of your paper *together* with your completed paper (otherwise your paper will get an automatic F). The outline must be the first page of your paper (*after* the cover page).
2. To prepare your outline, pay close attention to these instructions:
  - a) You will be handing in the outline together with the paper.

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<sup>1</sup> It is very easy to create footnotes in MS Word. (This, obviously, is an example of a footnote.)

- b) The outline will be the first page of the paper AFTER the cover page.
- c) The outline cannot comprise paragraphs of prose. It must be structured in **bullet form** for all the different sections that make up your paper.
- d) The outline must be detailed enough to serve as a good summary of what you are presenting in your paper.
- e) Your outline must have headings that correspond to the structure of the paper.
- f) There should be no quotations in the outline.
- g) It must be typed single-spaced on one side only in 12-point Times Roman. ← Read this sentence again.
- h) There are many guides available on the internet on how to produce a term paper outline. One of them is available [here](#).

**Sample Research Paper Outline**  
Andrew Jackson

**I. Background**

- Born 1767, orphaned early in life
- Soldier in Revolutionary War, deep enmity toward Brits
- Soldier, businessman, politician, nickname = Old Hickory
- Became 7<sup>th</sup> President of US

**II. Battle of New Orleans**

- January 1815
- US forces consist of few regulars, militia, volunteers; mission = defend New Orleans (Jackson chooses to build defensive works)
- British forces are battle tested regulars; mission = seize New Orleans
- British attacking force decimated 2,000 from KIA, 7 US KIA

**III. Employ your command IAW its capabilities**

- Jackson chooses to defend, not maneuver
- Jackson refused to fight as a European foe; US forces not trained to fight that way
- US defenders capable, disciplined and brave enough to man defensive works and fire aimed shots at oncoming British formations

**IV. Technical and Tactical Proficiency**

- Jackson knew how Brits would fight
- Jackson knew the terrain and where Brits would advance
- Jackson supervised the construction of effective defensive works that protected his force during Brit assault

**V. Respect**

- Jackson's force was a blend of volunteers and a few Regulars, including about 200 freed Black men
- Some pressured Jackson to refuse their service
- Jackson remained steadfast in his decision to treat these men just like all other volunteers

**VI. Conclusion**

- Jackson's leadership behavior at the Battle of New Orleans in accordance with the values of respect and these two principles of leadership
- Example of excellent value based leadership in combat
- This victory explains why he became "Old Hickory" and 7<sup>th</sup> US President
- Before this peace treaty had been signed a month before the battle, but neither side knew it.

**Your outline should look something like this**

## 15. How Your Paper will be Graded

Approximate points allocation for your paper out of a total Of **800 points**:

Outline is in proper format.	20
Outline is relevant and detailed enough.	20
References are listed in the style indicated in this document.	20
All references are cited within the paper.	80
Appropriateness of references to your discussion/argumentation.	80
Citations are in the style indicated in this document.	40
Citations appear with appropriate frequency throughout the paper.	50
Paper is properly structured (Introduction, body, and conclusion)	50
Introduction: relevance and quality	80
Body of paper: relevance and quality.	80
Conclusion: relevance and quality.	80
Footnotes required (2-4): relevance and quality.	40
Assigned audio-visual material is tightly integrated in the paper (frequent but relevant referencing to appropriate scenes).	100
Overall feel/quality of paper.	60

**NOTE:** While grading your paper, I will also be comparing your paper to those of others in class to determine your grade.



