

The template below is something I have adapted from Professor Virginia Montecino of George Mason University. I'll create a Turnitin doc for this, and you'll need to turn it in by Sunday night – if you are traveling, turn it in earlier. I'll make the due date Thursday, but not count it late until Monday.

The information between the brackets [ ] is to guide you.

**Date:**

**To:** Mr. Jeffrey Roets

**From:** [name and email address]

**Subject of my paper:** [The subject here is what you have **narrowed down** from the broad topic of gender as influenced by language, pop culture and community.]

**Why exploring this topic is of particular interest to me:** [If you are not vested in your topic, chances are your incentive to write about the subject will be weak. If you are interested in the topic you will probably write a better paper.]

**My thesis:** [The thesis is generally a sentence or two, which comes after the introductory material and states the main point/s in your paper. It is **NOT** a question. If your subject is the prevalence of rape culture in college Greek life, for example, your thesis might be "The prevalence of pop cultural support, in film and music, for the 'ideal' male sexual behavior as aggressive and transactional has played a significant role in the creation and continued existence of rape culture in college fraternities."]

**Approach to the subject of my project:** [Try to envision a logical way in which to present your material. In what order will you present your material to best address the issues? Will you have to define any terms? If so, which ones? Will you have to clarify terms and concepts? Do you think that inserting anecdotal evidence, for example, high profile stories of people who have been victims of rape culture, as in the case above, will help your reader understand your paper? Will you show opposing viewpoints? Will you be comparing and contrasting? Will you be categorizing some information? Perhaps you will be using a number of these approaches in your paper. Let me know where you think you are headed.]

**Intended audience:** [Your readers/listeners/viewers should not be "specialists" in your field. Assume that your readers have, in general, your level of education, but are not necessarily invested in the same subject. You will have to define terms and explain concepts. But beyond these obvious ground rules, discuss what people or

group of people might benefit from your project. For example, in the rape culture example, might prospective college students benefit from the information in your project? ]

**Interviews, music, sound effects, graphs, charts or illustrations:** [Use whatever truly helps the reader/listener better understand some aspect of your project. Be sure to document sources. Charts and/or graphs should not stand alone. They should compliment descriptions. Refer to the chart or graph in the text where you discuss the information.]

**Documentation Style:** [MLA works cited is required (as a separate document). See on-line style guides at <https://owl.english.purdue.edu/owl/resource/747/01/>]

**Kinds of sources I will use and why they will benefit my paper:** [Do you have a balanced variety of sources? What strengths will they lend to the paper? How will they help clarify points you want to make? Use a combination of sources. Do not use all Internet sources. Some of your sources must be from a professional journal, such as a public health journal, a psychology or a sociology journal. Some high end general audience publications such as *Scientific American*, or *National Geographic* can be used. Internet sources can and should be used if they are from credible sites such as the National Institute of Health, or other .gov or .edu sites. Be wary of citing other student work (even undergrad college work) from an .edu site. Definitely use some “live” sources – interviews done personally or recorded elsewhere and credited.]

**Tentative List of References:** [You should have at least fifteen (15) separate sources listed in the proper MLA format. This information should be on a separate page called **Works Cited**. Abide by all of the MLA format guidelines for the works cited page. The sources should be varied - not all Internet sources, for example - and be appropriate for a college level research paper. *People* magazine, *Readers Digest*, and others of that ilk are not satisfactory. Show me that you know how to find and can analyze data from sources within your discipline. Your final works cited page in the project should have a minimum of **7 to 10** sources, each of which must be used as a source in your project. Do not put any sources in your references that you have not used in your project. It is possible for some of your sources to change as you become more deeply involved in writing your paper. Advise me of changes in references. ]