

# Christian Service Paper Student Checklist

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*Directions: Before you turn in your final draft, read through this checklist. If you can't say "yes" to everything, then you should go back to your essay draft and make some changes!*

1. Do you have a COVER PAGE with your name, grad year, service placement centered on the page (with nothing else on it) stapled on top of your essay?
2. Does every page of your essay include a running header with your LAST NAME and PAGE NUMBER in the upper right corner, beginning with the first page of your essay (not your cover page)?
3. Does your essay begin with an engaging introductory paragraph?
4. Does your intro paragraph lead to a clear THESIS STATEMENT in the final sentence? UNDERLINE YOUR THESIS STATEMENT and write "Thesis" next to it.
5. Reread your thesis statement. Does it clearly state what you learned your service experience?
6. Does your SUMMARY include background information about your agency as well as your specific role, responsibilities, and daily schedule?
7. Do all remaining body paragraphs (all paragraphs between your summary and concluding paragraph) begin with a TOPIC SENTENCE that states a lesson you learned or area of personal growth that you focus on in that paragraph?
8. Does your conclusion begin by RESTATING YOUR THESIS STATEMENT in different language?
9. In your conclusion, do you describe how you've applied what you learned?
10. Do you avoid clichés and vague lessons throughout your essay? (For example, you avoid sayings like, "I learned not to judge a book by its cover" or "I learned patience.")
11. Seriously, did you avoid clichés? Remember, a cliché is an expression or idea that has become overused, sometimes to the point of being irritating or losing its meaning (JHS does not require you to complete 65 hours of service so you learn a lesson you heard in grade school). DIG DEEPER.
12. Did you PROOFREAD YOUR ESSAY VERY CAREFULLY?
13. Did at least one trusted classmate read your essay and give you feedback?
14. Does your paper fit the 5-7 page length requirement?

***\*We recommend you also review the rubric on the back side that we use to grade service papers.***

# Christian Service Paper Grading Rubric

Grade Descriptions	
<b>A... A-</b>	<b>Excellent:</b> exceeds expectations
<b>B+... B... B-</b>	<b>Good:</b> above expectations
<b>C+... C... C-</b>	<b>Average:</b> minimally meets expectations
<b>D+... D... D-</b>	<b>Deficient:</b> does not meet expectations; below standards
<b>F</b>	<b>Not present or very poorly done</b>

	Grade
<b>Introduction</b>	
<i>Intro paragraph creatively engages reader, introduces major themes of paper, and leads to thesis statement.</i>	
<b>Thesis Statement</b>	
<i>Thesis statement clearly states lessons learned during service and is not cliché.</i>	
<b>Summary of Service Work</b>	
<i>Summary includes detailed description of organization as well as your role and responsibilities. This section should set context before you get into specific stories in your educational and spiritual reflections.</i>	
<b>Educational Reflections</b>	
<i>This section should include several focused paragraphs. Each should begin with a clear topic sentence that states a lesson of focus and include personal experiences that demonstrate how you learned these lessons.</i>	
<b>Theological/Spiritual Reflections</b>	
<i>This section should also include focused paragraphs, each with a clear topic sentence and personal example. Here you should demonstrate how you've related your service experience to your faith and to the wider church.</i>	
<b>Catholic Social Teaching Connections</b>	
<i>This section should demonstrate your understanding of a clear connection between your service and one or two elements of the Catholic Church's Social Teachings (found on page 16 in your journal).</i>	
<b>Conclusion</b>	
<i>This paragraph brings closure to your paper. It should restate your thesis and show how you've applied what you've learned.</i>	
<b>Grammar/Spelling/Mechanics</b>	
<i>It should be clear that you have proofread your paper carefully and had someone else check for errors as well. This is a formal essay, final draft and should reflect attention to detail.</i>	
<b>Style &amp; Organization</b>	
<i>Overall, the paper is articulate, lucid, and includes proper transitions between sections, paragraphs, and sentences. Writing flows well and includes a variety of sentence structures.</i>	
<b>Length</b>	
<i>The writer has adhered to the length suggestions in each section and in the paper as a whole.</i>	

Student Name: \_\_\_\_\_

Final Paper Grade:    A+    A    A-    B+    B    B-    C+    C    C-    D+    D    D-    F

Notes: \_\_\_\_\_  
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Overall Christian Service Grade: Percentage = \_\_\_\_\_ Letter Grade = \_\_\_\_\_