English Division
Research Guidelines

Required

- Overall guidelines such as length and focus are determined by the course outline.
- Research assignments must be available in a written format (online and/or print) and should provide specific information about the requirements of the assignment (topic, page length, number of resources required, due date, etc.).
- Students must be able to complete research assignments using materials available on campus or online.
- Research papers must not be assigned as in-class essays.
- Librarians are available to assist in evaluating assignments to determine resource needs.
- All first semester adjuncts must meet with a librarian to discuss research assignments.

Recommended

- Research assignments should have multiple parts, reflecting the research process. Preliminary assignments may include: topic description, annotated bibliography, MLA review, rough draft, and peer review.
- Elements of the larger assignment should be scheduled throughout the semester to assure steady progress toward completion of the final essay.
- Instruction should be provided regarding the evaluation of sources as well as the legal and ethical uses of information.