Writing Sanction Details

**Paper Layout:** Your paper shall be double spaced in APA or MLA format. The font will be Times New Roman or Calibri in size 12. The paper will be double spaced and all references will be cited correctly. Any plagiarism found may be reported as academic misconduct and you will be required to complete another paper to fulfill your sanction requirements. Any page requirements given do not include your title page or references – pages must be full in order to be included. Please do not include an abstract.

**Quality of Work:** Your quality of work should be the same as what you would provide for a professor within your academic endeavors. Your paper may be written from a first person point of view, but should still remain professional and appropriate for the audience (the Student Conduct Officer). Below you will find a checklist on which your assignment will be checked against. Should your paper not meet these standards it will be returned to you and you will be required to make changes in order to fulfill your sanctions.

- The purpose of the paper clear is made clear
- The thesis clear and concise
- The text focused
- There is a good flow of ideas and each section is organized around one main idea
- The thesis is supported by details, examples and/or facts
- The main points and/or ideas are emphasized and clear
- An appropriate tone is used
- The correct formatting is utilized
- The topic is aligned with what was required in the sanction letter

**Completing the Sanction:** Once you have completed the sanction you should turn it in by emailing it to Kristina.yzaguirre@tamucc.edu. Within 5 business days you will receive a response indicating that your sanction has been received and status regarding the level of quality required. If it does not reach the required level you will be notified of what issues were presented and how to properly complete the sanction.

**Resources:** The writing center is available to assist you on Monday – Thursday from 9am to 7pm, on Fridays from 9am to 2pm and on Sundays from 2pm to 6pm. It is recommended that you make an appointment in advance. The writing center is located at the Center for Academic Student Achievement in the Glasscock Student Success Center room 112. The writing center is able to provide individual consultations through any age of the writing process: Invention, organization and revision. Additionally, consultants provide support on various documentation styles use in academic research and writing.

**Questions:** If you have any questions please contact the Student Conduct Officer, Kristina Yzaguirre, via email or phone at least one week prior to your assignment deadline. You can reach the SCO at 361.825.6219 or via email at Kristina.yzaguirre@tamucc.edu.