**PAPER PROPOSAL ACCEPTED**

Your very effective Conference Paper Proposal

- clearly communicates an appropriate, significant, well-focused topic; sentence or sentences delineating key aspects of the topic appear early in the Proposal and are underlined; topic sentence (or sentences) include brief information regarding the technology being investigated/explained AND brief information regarding the value/impacts of this technology
- briefly, but clearly, describes the main technology, process, and/or product
- briefly, but clearly describes the application AND EXAMPLE you will be writing about in your Conf. Paper
- briefly, but clearly, states/supports how/why this topic is important at this time to your Conference audience (engineers, engineering students, other interested professionals)
- provides readers with a useful preview of how you will proceed to research and write your Conference Paper
- consistently demonstrates effective use of appropriate sources
- is correctly formatted, is proofread, and is error-free
- While your Proposal is strong, these changes/improvements must be visible/effective in submitted revision.
- If you have any questions about making the required revisions (and/or about the Annotated Bibliography), contact your Writing Instructor. Your W.I.’s name and email appear at the top of this evaluation sheet.

**PAPER PROPOSAL PROVISIONALLY ACCEPTED**

For maximum clarity and authority, revision is required in the highlighted area or areas

- revise topic (including topic sentence and ensuing information)—a more appropriate/manageable topic must be developed and communicated; in the Revised Proposal, the topic sentence (or sentences) must clearly articulate this revised, well-focused, appropriate, manageable topic; ensuing information in your Revised Proposal must continue to clarify key aspects of this well-focused, appropriate, manageable topic
- revise/improve descriptions/explanations of the main technology, process, and/or product
- revise/improve descriptions/explanations of the particular application you will be writing about in your Conference Paper; further and/or more concrete/specific detail is needed for maximum clarity
- revise/improve descriptions/explanations of the particular application AND/OR the particular EXAMPLE you will be writing about in your Conf. Paper; further and/or more concrete/specific detail is needed for maximum clarity
- revise/improve clarity regarding how/why this topic is important at this time to your Conference audience (engineers, engineering students, other interested professionals); further concrete/specific details/explanations are needed for maximum clarity
- revise/improve the preview of how you will go about describing and evaluating your selected technology, process, and/or product; application; examples; further and/or more concrete details about how you will proceed with the research and organization of your paper are needed for maximum clarity/credibility
- upgrade research process/sources: use additional and/or more appropriate sources for improved topic, descriptions, explanations, application, example analyses/evaluations
- upgrade formatting and or proofreading: correct errors in formatting and/or in punctuation, grammar, sentence construction, vocabulary, and/or spelling

Your Revised Proposal must demonstrate significant improvements to the noted areas.
You are not required to contact your Writing Instructor prior to submitting your Revised Proposal, but if you have any questions whatsoever about how to best proceed with Proposal revisions (and/or with your Annotated Bibliography), you should contact your Writing Instructor. Your W.I.’s name and email appear at the top of this evaluation sheet.
**PAPER PROPOSAL NOT ACCEPTED**

Your Proposal would not have been accepted for this professional conference for these reasons:

As noted below, you must now contact your Writing Instructor.

Required action

You **MUST** contact your Writing Instructor via email by no later than **Saturday, January 21 by 6:00 p.m.** about necessary actions/strategies for revision. Your W.I.’s name and email appear at the top of this evaluation sheet. Once you have contacted your W.I., he or she will be back in touch with further instructions about what to do next (set up a meeting, submit a revised draft, work with a librarian, etc.).

**If you do not contact your instructor by 6:00 p.m., Saturday, January 21 or if you do not do what your W.I. requires** (such as having a meeting, submitting a draft, working with a librarian, etc.), you will automatically receive a failing grade on the next step of the Conference Paper (the Proposal Revision and Annotated Bibliography).

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**Proposal Grade**

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<thead>
<tr>
<th>Grade Scale</th>
<th>Proposal Grade</th>
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<tbody>
<tr>
<td>100, 99 A+</td>
<td>98-93 A</td>
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<tr>
<td>92-90 A-</td>
<td>89-87 B+</td>
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<td>64 D</td>
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