**UNIT 1: Assignment Checklist**

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| ***Criteria: Ask yourself the following questions.*** | ***Not Yet*** | ***Yes*** |
| **Purpose for Writing**  |  |  |
| Did you select an area/issue related to law enforcement? |  |  |
| Did you analyze and discuss the pertinent background, concerns, issues, and proposed solutions to the specific area/issue selected? |  |  |
| Did you include examples to support your discussion? |  |  |
| Do you have a clear ***Purpose*** for your paper? |  |  |
| Did you state the ***Major Topics*** clearly? |  |  |
|  |  |  |
| **Research** |  |  |
| Is your research ***Current***? |  |  |
| Did you use at least two ***Credible Sources?*** |  |  |
| Did you answer all the questions in a ***Substantive*** manner? |  |  |
|  |  |  |
| **Content** |  |  |
| Is your content ***Accurate***? |  |  |
| Is your content ***Comprehensive*** enough to address the topic? |  |  |
|  |  |  |
| **Format** |  |  |
| Did you prepare your paper in ***Microsoft®*** ***Word®***? |  |  |
| Did you ***name your file*** Correctly? |  |  |
| Did you use ***APA*** format to cite your sources? |  |  |
| Did you check your document for ***Spelling and Grammatical*** *errors?* |  |  |
| Is your paper the correct ***Length***? |  |  |