**Cornerstone Christian University**

Academic Department

Information for writing your assignments

Dear student,

You will soon embark in the pursuit of your studies through series of written papers. The Academic Department wishes you the very best of what you will learn through your program of study.

As assignment, each of your courses may require one to three written papers (5, 7-10 and 10-15 pages). You have two choices:

You choose a subject according to your interest in the course in question and develop this subject according to the criteria of your level mentioned below.

In lieu of a chosen topic, a summary can be written for the courses you choose. However, a course may have both, a chosen topic and a summary as assignments. evidently, all the written assignments are the basis for your research and will help you prepare your thesis.

**General information**

**This information is general and may not apply to every student. Always look at your course requirement on your folder to know what is required of you. Every professor requires their students to follow his/her instructions. Be careful o da that.**

The written papers, whatever it will be, must be in either APA or MLA, double spaced and the following number of pages:

1. Bachelor level final paper must have between 7 to 10 pages without the reference pages. Citations: 10 to 15

2. Master-level final paper must have between 10 to 15 pages without the reference pages. Citations: 15 to 20

3. Doctoral level paper must have between 20 to 25 pages without the reference pages. Citations: 20 to 25

4. Master thesis must have between 125 to 150 pages

5. Doctoral dissertation must have between 350 to 400 pages

**Academic Department requires…**

An Executive Summary: The executive summary is less ordinary than a regular summary. It requires a full review of the book in question, a bibliography or sources of references, the entire book should be read and analyzed.

**Areas of focus:**

* an introduction,
* development,
* Recommendation
* a conclusion,
* a bibliography page (s)
* All assignments must be in MLA format or in APA format. Use one or the other but not both.

**The Analytical and Critical Summary**

An executive summary can also have a critical part: this is called an executive and critical summary.

To produce the evaluative part of this type of summary, we follow the method which applies to the report which is, in fact, a critical summary.

**The Feedback**

The critical report or summary is a summary characterized by its evaluative and even controversial content. He can also propose a particular extension of the theory studied or indicate particular points of the book or article which is the subject of the summary.

**What Is Criticism?**

Criticizing a text consists of evaluating it and explaining the reasons that justify this evaluation.

The evaluation cannot relate to all the elements of the text examined and must focus on one or more of its main elements: the main ideas or the main arguments, facts or analyzes, the overall progress, the method, the innovations or the place of the work in the context of the author's work or his area of ​​knowledge. Any evaluation of a text must be based on a solid increase and be nuanced…. The report is, first of all, a summary: it must, therefore, give the text examined “its chance”, then criticize it, that is to say, examine the author's ideas and approach… can distinguish two types of criticism:

1) External criticism, which is based on theoretical elements or empirical facts drawn from a source other than the critical text.

2) Internal criticism, which is based only on an evaluation of the procedures used by the text itself.

**Note: the two approaches can obviously be used simultaneously and then produce a so-called mixed criticism**.

**The Structure of the Report**

Two types of construction are possible for the report:

The criticism can be separated from the summary and placed at the end of the text or it can be integrated into the summary; in the latter case, a clear distinction must be made between paragraphs or sentences that belong to one or the other party. The introduction should indicate the method that has been chosen so that readers can find their way easily.

Here is an example of what a report might contain.

**The Structure of a Report**

1) First paragraph: general introduction, presentation of the author ...

2) Second paragraph: presentation of a first point. "Author X argues in this book that [...]. "

3) Third paragraph: criticism of the first point “for my part, I think […]. "

4) Fourth paragraph: presentation of the second point. “We can also read that […]. "

5) Fifth paragraph: criticism of the second point. “We can ask if […]. "

6) And so on for each important element.

7) Then, in conclusion: general summary; general criticism; relaunch.

**Procedure (From the Executive to Critical Summary)**

1) Read the text you want to summarize analytically.

2) Establish the plan of its main divisions.

3) Depending on the length of the text to be summarized, substitute a sentence for each paragraph or each part to be summarized.

4) Revise the text obtained and keep only the essentials.

5) Write the introduction: the presentation of the text and the author.

6) Write the recommendation (what you would have done differently)

7) Write the conclusion: a description of the overall movement of the text.

8) If it is an analytical and critical summary, write the critical part by writing down your ideas in a form similar to that of the summary itself.

9) Revise your entire text before submitting it for grading.