

San José State - Anthropology
Anth100W (#43439), Writing Workshop, (3 Units, Area Z)
Fall 2014

Contact Information

Instructor:	Dr. Jennifer L. Anderson
Office Location:	Clark 461
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Office Hours:	TTH 1:30 to 2:45, and by arrangement
Class Days/Time:	TTH 9:00-10:15
Classroom:	Clark 204
Prerequisites:	None
GE/SJSU Studies Category:	Z

Course Description

Catalog: Practice in improvement of writing skills appropriate to the fields of anthropology and behavioral science. Includes essays, reports and scholarly communication.

Prerequisite: Completion of core GE, ENGL 1B (with a grade of C or better), satisfaction of Writing Skills Test and upper division standing.

Note: Must be passed with C or better to satisfy the CSU Graduation Writing Assessment Requirement.

Supplement: This course is required for graduation from San Jose State. Our primary goal is to help students majoring in Anthropology, Behavioral Science, and other social sciences develop advanced writing skills to enhance their ability to communicate with a variety of specialized and general audiences. Specific objectives include:

- refining the fundamental organizing, writing, and editing skills that are essential for effectively expressing ideas and data about complex sociocultural topics
- clarifying the appropriate focus, language, style, and format for communicating with different scholarly, professional, and public audiences

- learning how to conduct independent research by locating, evaluating, synthesizing, and presenting information from a mix of primary and secondary sources
- demonstrating the ability to use these skills in a coherent fashion to produce a variety of formal and informal pieces for different audiences

Our primary focus throughout the course will be on refining the craft of writing increasingly effective research papers, resumes/cover letters, and other short written assignments.

Course Goals and Learning Objectives

This course qualifies as an Area Z (Written Communication II) course in your General Education requirements. It is designed to enable you to achieve the following learning objectives:

GE Learning Outcomes (GELO)

Students shall write complete essays that demonstrate college-level proficiency. Students shall be able to:

1. produce discipline-specific written work that demonstrates upper-division proficiency in:
 - language use
 - grammar
 - clarity of expression
2. explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse
3. organize and develop essays and documents for both professional and general audiences
4. organize and develop essays and documents according to appropriate editorial and citation standards
5. locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing

Course Content Learning Outcomes (CCLO's)

Refining fundamental organizing, writing, and editing skills essential for effectively expressing ideas and data about complex sociocultural topics.

- Clarifying the appropriate focus, language, style, and format for communicating with different scholarly, professional, and public audiences.
- Conducting independent research by locating, evaluating, synthesizing, and presenting information from a mix of primary and secondary sources.
- Demonstrating proficiency to use these skills in a coherent manner to produce a variety of formal and informal pieces for different audiences.

Departmental Goals

Learn about the goals of the anthropology department and how it can benefit your education.

Goals <http://www.sjsu.edu/anthropology/departmentsinfo/goals/index.html>

Credit Hours

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

Required Texts/Readings

Textbook

No hard copy text required. You must have a San Jose State Library card with a pin code for accessing material from off-campus.

Readings will be made available through Canvas.

Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in [University Policy S12-3](http://www.sjsu.edu/senate/docs/S12-3.pdf) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

A total of 400 points for **written** work are possible in the course. **No late work will be accepted. The assignments are on the class website. Be prepared.** The instructor reserves the right to take class participation into consideration when determining the final grade. As many as 15 additional points may reflect participation in class discussion, extra effort taken to improve writing, etc. **Procrastination is not an option in this class! This class is predicated on the idea that you will build up your research paper in a systemized fashion, if you do not submit your work on time, you will not succeed in this class and it will be reflected in your grade.**

Work Due and Assignment Point Table for 100W

(400 points possible)

- Assignment 1 Write up your ethnographic interview of a classmate in essay format (600 words minimum, 10 points).
- Quiz on American Anthropological Style Guide (10 points)
- Assignment 2 Notes 1 Take notes on Bennett and Csikszentmihalyi article. Use Data collection sheet on class website (300 words, 4 points)
- Assignment 3 Précis of the Bennett and Csikszentmihalyi article due (a minimum of 600 words, 10 points)
- Assignment 4 Preliminary Bibliography due (Ten sources, 200 words approximately, 10 points)

- Assignment 5 Submit a preliminary thesis statement at the end of class. It should include a description of your subject area in play. (20 words, 1 point)
- Assignment 6 Notes on research article done for Précis 2 due, can include data, historical facts, quotes, your observations, your opinion of the relevance of the material to your subject area and thesis. Clearly mark quotes and their page numbers. (Note 2, 4 points, 300 words)
- Assignment 7 Précis of one research article due. Submit to Turnitin and bring hard copy to class. (Précis 2, 4 points, 300 words)
- Assignment 8 Draft thesis statement due. (7 points, 200 words)
- Assignment 9 Notes 3-5 due. (Notes 3-5, 4 points for each note, 300 words for each note)
- Assignment 10 Précis 3-5 due, (4 points for each précis, 300 words for each précis)
- Assignment 11 Tentative Outline due (100 words, 3 points)
- Assignment 12 Expanded outline due (200 words, 7 points)
- Assignment 13 Notes 6-8 due (4 points each, 300 words for each)
- Assignment 14 Précis 6-8 (4 points for each précis, 300 words for each précis)
- Assignment 15 Abstract due (5 points, 200 word minimum, 250 word maximum)
- Assignment 16 Notes 9-10, (4 points for each note, 300 words for each) due
- Assignment 17 Précis 9-10, (4 points for each précis, 300 words for each précis)
- Assignment 18 Research paper draft due, must include Bibliography (4000 words, about 13 pages excluding title page, 100 points)
- Assignment 19 Peer Review due . (600 word minimum, 10 points)
- Assignment 20 Corrected Research Paper due (25 points)
- Assignment 21 PowerPoint Presentation due. (40 points, 2000 words)
- Assignment 22 Class PowerPoint Presentations (20 points)
- Assignment 23 Resumes due (300 word minimum, 10 points)
- Assignment 24 Statements of Purpose due (300 word minimum, essay format, 10 points)
- Assignment 25 Cover letters (150 word minimum, 5 points)
- Final - Open Book Final to Be Given Out (500 word minimum, 20 points)

Grading Policy

Incompletes

Incompletes will be granted only if the instructor has been notified and has approved. Students with missing major assignments (over 50 points) will receive a WU (unauthorized withdrawal). NO WORK WILL BE ACCEPTED AFTER THE FINAL

Notification of grades

Your final grade will appear in Canvas at the time it is calculated.

Marking Criteria for Written Work (Instructor reserves the right to take class participation into consideration in calculating the final grade)

A+ 98- A 94-97 A- 90-93

An “A” demonstrates originality, addresses the tasks effectively, shows effective organization and logical argumentation, uses clear, appropriate and accurate examples and a high level of writing competence and knowledge. Completes the task and consistently does extra work.

B+ 88-89 B 84-87 B- 80-83

A “B” may show a good level of competence, but uneven development of tasks. It may be generally well organized, uses appropriate examples, displays facility, with a few gaps, in argumentation, and demonstrates a good level of writing and knowledge. Completes the task and does some extra work.

C+ 78-79 C 74-77 C- 70-73

A “C” may show a fair level of competence, but may be uneven. It will address the task adequately, but only with parts of the task. It is adequately organized and may occasionally use examples. Argumentation may be inconsistent and writing and knowledge competence may be unclear.

D+ 68-69 D 64-67 D- 60-63 F <60

A “D” will demonstrate poor competence with inadequate organization, task and argumentation development and inappropriate examples. It will display difficulty in using adequate academic language and errors in knowledge will be in evidence. A failure will only occur if no effort is made to address the question or topic.

Participation and Miscellaneous Activities

Attendance and participation in class discussions is required. “Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

<http://www.sjsu.edu/senate/AS1475.pdf>

Classroom Protocol

To Be Excused if you cannot make it to class to participate in an exercise, please leave an E-mail message THAT day or earlier, giving your name, class and reason for missing the activity. You will receive full credit (E) as long as the reason is significant and the privilege is not abused. Failure to participate might result in a significant loss of overall points.

You may not collaborate on work in this class. Group study for the midterm and final are permitted, but anything you write on the midterm or final must be in your own words. If the text of answers on the midterm or final are found to be identical to that of another student or cut and pasted from another source, you will receive an “F” on the exam.

Student Rights and Responsibilities

For a statement of your rights and responsibilities, including classroom behavior, see <http://www.sjsu.edu/senate/S90-5.pdf>

Late Papers

No late papers will be accepted unless a genuine emergency arrives and the student notifies the professor in advance.

Cell phones

Please turn off all cell phones at the beginning of the class and keep them off. If you have a family emergency that may require you to keep the cell phone on, inform me at the beginning of class. Text messaging in class will not be tolerated.

Laptops – Students are permitted to use laptops in class for note-taking **only**. Students who abuse this policy by surfing the web or playing games during class will be asked not to use laptops in class. If you want to use a laptop, you must sit in the front row of class.

Evacuation Procedures

Information from the campus police on evacuating a classroom can be found at:

http://www.sjsu.edu/police/docs/ept/ept_procedures_flyer.pdf

Note that in case of an earthquake, you should get under a sturdy desk or table, or move against interior walls and away from windows. Do not run out of the building. In case of fire, use the stairs, not an elevator.

University Policies

Here are some of the basic university policies that students must follow.

Dropping and Adding

Find the procedures and deadlines for adding and dropping classes.

[Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) <http://info.sjsu.edu/static/catalog/policies.html>.

[Add/drop deadlines](http://www.sjsu.edu/provost/services/academic_calendars/) http://www.sjsu.edu/provost/services/academic_calendars/

[Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) <http://www.sjsu.edu/aars/policies/latedrops/policy/>

Consent for Recording of Class and Public Sharing of Instructor Material

All students must obtain the instructor's permission if they wish to record lectures or distribute materials from the class.

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf) <http://www.sjsu.edu/senate/docs/S12-7.pdf>

Academic integrity

Learn about the importance of academic honesty and the consequences if it is violated.

[University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) <http://www.sjsu.edu/senate/docs/S07-2.pdf>

[Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) <http://www.sjsu.edu/studentconduct/>

Campus Policy in Compliance with the American Disabilities Act

Here are guidelines to request any course adaptations or accommodations you might need.

[Presidential Directive 97-03](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf

[Accessible Education Center](http://www.sjsu.edu/aec) <http://www.sjsu.edu/aec>

Resources

The university provides resources that can help you succeed academically. Just look here.

[Academic Success Center](http://www.sjsu.edu/at/asc/) <http://www.sjsu.edu/at/asc/>

[Peer Connections website](http://peerconnections.sjsu.edu) <http://peerconnections.sjsu.edu>

[Writing Center website](http://www.sjsu.edu/writingcenter) <http://www.sjsu.edu/writingcenter>

[Counseling Services website](http://www.sjsu.edu/counseling) <http://www.sjsu.edu/counseling>

Schedule

(The schedule may be changed on fair notice. Readings are to be done before the class with which they are associated. You are responsible for turning in assignments on the day they are due. I will not remind you.)

Module 1 Tuesday, August 26

- Topic: “Introduction to Class,” “Ethnographic Interviewing”
- Download the “Ethnographic Worksheet” and bring it to the next class.

Module 2 Thursday, August 28

- Topic: Ethnographic interview of classmate
- Read: “Essay Standards” on Class Website
- Write up your ethnographic interview of a classmate in essay format (600 words minimum, 10 points). Note that your essay should have a thesis. Think of your impression of your interview partner. What seems to motivate this person? What do you have in common? How has this person’s background influenced his or her personality or goals? Any of these things (or something similar) can be a thesis for your essay.

Module 3 Tuesday, September 2

- Topics: Reading Anthropological Literature and Overview of American Anthropological Association Style Guide
- Read: “A Student’s Guide to Reading and Writing in Social Anthropology,” page 7-11
- Download and Read: American Anthropological Association Style Guide. Bring a copy to the next class.

Module 4 Thursday, September 4

- Topic: Format of Anthropological Writing
- Quiz on American Anthropological Association Style Guide online (10 points)
- Ethnographic Interview of Classmate due. (600 words, 10 points)

Module 5 Tuesday, September 9

- Topic Writing Strategies

- Read: “A Student’s Guide to Reading and Writing in Social Anthropology,” page 13-19

Module 6 Thursday, September 11

- Topic: Overview of Anthropology of Play
- Download, Read, and Print: Bennett and Csikszentmihalyi – An Exploratory Model of Play
- **Take Notes on the Bennett and Csikszentmihalyi article.** (Notes 1, 4 points). Use the Data Collection Sheet on our website. You may use cut and pasted text for direct quotes. Choose them carefully so you are not overwhelmed with information when you write your paper. Do not forget to put quotes in quotation marks and note the page number! Bring your notes to class.
- Class discussion of Bennett and Csikszentmihalyi in context of future individual research project in Anthropology of Play

Module 7 Tuesday, September 16

- Topic: Responding to Anthropological Reading
- **Notes 1 due**
- Read: “A Student’s Guide to Reading and Writing in Social Anthropology,” page 21-25
- Write a précis of the Bennett and Csikszentmihalyi article (a minimum of 600 words, 10 points) The third section of the précis should include a proposal to conduct further research in the area of play based on your own experience and access. This will form the first section of your research paper. (see the “Entering the Conversation Section of “A Student’s Guide to Reading and Writing in Social Anthropology”) It should be written to conform with the standards of the AAA style guide. Your paper should have citations in Chicago Author-Date format (see guide on class website) and a reference list which conforms to the Chicago- Author-Date format. You may have only one item in the reference list, i.e. the Bennett and Csikszentmihalyi article. You must submit this paper through Turnitin.com.

Module 8 Thursday, September 18

- Topic: The Research Paper
- Read: “A Student’s Guide to Reading and Writing in Social Anthropology,” page 26-31
- Go to the main page of the King Library and click on “Tutorials and Tools,” then click on Refworks:
<https://www.refworks.com/refworks2/default.aspx?r=authentication::init>
- You will notice in the paragraph to the right of the Refworks logo, that you need to get a library code to use this resource. Click on the phrase “Get Library Passwords.” You will be required to enter your name, Tower Card number, and library pin code. You will be given the password for our library.
- Go back to the previous page, (“Tutorials and Tools”) and click on the underlined word “Refworks”. Enter the campus password and click “Go to Login”. Here you

will either enter a new account or, if you already have a login and password, enter it.

- View the Refworks Tutorial on importing citations:
<http://library.sjsu.edu/video/refworks-importing-citations>
- Open Refworks and create a folder called “Anthropology of Play”

Module 9 Tuesday, September 23

- Topic: Finding the Right Sources
- **Précis of the Bennett and Csikszentmihalyi article due. (600 words, 10 points)**
- Download and Read: “Finding Scholarly Peer-Reviewed Articles” at
<http://library.sjsu.edu/video/finding-scholarly-peer-reviewed-articles>
- Go the library guide for anthropology:
<http://libguides.sjsu.edu/anthropology?hs=a>
- Click on the red tab labeled “Articles and Databases” or
<http://libguides.sjsu.edu/content.php?pid=57816&sid=423473>
- Click on “AnthroSource” (If you are off-campus, you must enter your name, Towercard number, and your library pincode.) When AnthroSource opens, click on “Browse Journals” in the upper left hand corner. Notice that you can research many journals on this page. Now type a search term in the white search box at the upper right. Some suggestions for terms are: play, rugby, fantasy games, cosplay, dance clubs, or anything else that might pertain to your potential paper topic. Find three interesting papers on the anthropology of play. The term play brings up more than four hundred articles in a variety of journal. To export to Refworks: Open Refworks in another tab. From your AnthroSource search: Click on “HTML Version and More Information” found under the abstract for the article you want to export→Export Citation for this Article (under Article Tools box to your right)→go to Reworks in the format box→Submit
- Go back to the Anthropology articles and databases. Click on JSTOR. Type “anthropology and play”. Notice that this brings up more than 64,000 articles. Narrow your search and find four articles pertinent to your topic choice. If you click the box next to each citation, you can email yourself the information! Or, import the citation directly to Refworks. To do this: Check the box next to the citation, click on save→export→Refworks→login. You will see your citation in Refworks with a convenient “Get text” option! If you are off campus, you may get a page asking you to login. Use the institutional login box to your right. Put in “San Jose State University”. This will take you to the “Articles and Databases” page for JSTOR. Enter JSTOR by clicking on this option.
- Download and Read “Boolean Search Strategies”
- Download and Read: “Get Text” <http://library.sjsu.edu/video/using-gettext>
- Open a tab to Google Scholar : <http://scholar.google.com/> Open a new tab and Download and Read: “Customizing Google Scholar”
<http://library.sjsu.edu/video/customizing-google-scholar>
- Customize your connection to Google Scholar on your home computer, laptop, or tablet. Unclick the box for searching patents. Enter “anthropology and play” You will find more than a million references. Notice that some are labeled “Citation,” or “Book.” Others are articles. If you look under the entry for the number of times

the item has been cited, you will get a sense of how central the work was to professional dialogue. If you are on campus, there will be an orange box to the right, which will link you directly with the article. “Anthropology and Play” is not a good search term because you get articles which include “Anthropology” and the word “play” so you are getting anything that has a sentence like “Anthropology plays an important role in . . .” Find three appropriate articles and export them to Refworks.

- Go to the top of the page in Refworks and click on “Create a Bibliography.” Choose “Chicago Author-Date” and “Word for Windows”. Generate and print your bibliography and turn it in at the next class. You must have at least ten pertinent sources.

Module 10 Thursday, September 25

- Topic: Thesis Statements
- **Preliminary Bibliography due (Ten sources, 200 words approximately, 10 points)**
- Read “Thesis Statements” on class web site.
- Review : “A Student’s Guide to Reading and Writing in Social Anthropology,” page 13-16
- Brainstorming small group sessions on thesis statements
- **Submit a preliminary thesis statement tonight.** It should include a description of your subject area in play. (20 words, 1 point)
- Start reading the articles you have found in your search of scholarly sources
- Begin Annotated Bibliography. As you read research papers, write a short précis of each article and take notes on it. The précis are due over the next six classes. Consult your syllabus carefully. Both the précis and the notes should include references to the relevance of each article to your subject area. Each précis should be at least 300 words long. Create a copy of your annotated bibliography and insert a précis after each entry. Notes should be typewritten and at least 300 words long. Use the Data Collection Sheet on our class website. They do not need to include full sentences. . Clearly mark quotes and their page numbers. It is crucial that you do not confuse your own notes with quotes.

Module 11 Tuesday, September 30

- Topic: Professional Integrity
- Read: “When to Cite,” and “Fair Paraphrase”
- Take the King Library’s Tutorial on Plagiarism: <http://tutorials.sjlibrary.org/tutorial/plagiarism/>
- Continue your reading of research articles. Write Notes on three articles. (Notes 3-5, 4 points each, 300 words for each précis) and précis for each (Précis 3-5, 4 points each, 300 words for each)
- Write revised and expanded thesis statement which reflects your continued research and integrate it into the first section of your paper, equivalent to “Entering the Conversation” (200 word minimum, 7 points)

Module 12 Thursday, October 2

- Topic: Outline Construction
- Read: “Using Outlines”
- **Notes on research article done for Précis 2 due**, can include data, historical facts, quotes, your observations, your opinion of the relevance of the material to your subject area and thesis. Clearly mark quotes and their page numbers. (Note 2, 4 points, 300 words)
- **Draft expanded thesis statement due.** (10 points, 300 words)
- Write a tentative outline of your paper similar to that in “Using Outlines”. Keep in mind that its structure should support your thesis. (100 words, 3 points) Review pages 14-17 in “A Student’s Guide to Reading and Writing in Social Anthropology” for help.

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Module 13 Tuesday, October 7

- Topic: Expanding the Outline
- Review: “Using Outlines”
- **Précis of one research article due. (Précis 2, 4 points, 300 words)** Submit to Turnitin and bring hard copy to class.
- **Tentative Outline due (100 words, 3 points)**
- Write Notes for three articles (Notes 6-8, 4 points each, 300 words for each)
- Write précis of three articles. (Précis 6-8, 4 points each, 300 words for each précis)
- Workshop (Bring your laptop or tablet if you have one, bring all your notes, bibliography, and précis). You should have an expanded outline by the end of class.

Module 14 Thursday, October 9

- Topic: Abstracts
- Read: “Student Abstract Guide”
- **Notes 3-5 due.** (Notes 3-5, 4 points each, 300 words for each)
- **Précis 3-5 due.** (Précis 3-5, 4 points each, 300 words for each précis)
- **Expanded outline due (200 words, 7 points)**
- Prepare an Abstract for your paper (5 points, 200 word minimum, 250 word maximum)
- Workshop (Work in class on your abstract, bring relevant materials)
- Work on Notes for two articles (Notes 9-10, 4 points each, 300 words for each)
- Work on précis of two articles. (Précis 9-10, 4 points each, 300 words for each précis)

Module 15 Tuesday, October 14

- Writing Workshop (Outline further expanded to include body of paper)
- Review: “Using Outlines”
- **Notes 6-8 due (4 points each, 300 words for each).**
- **Précis 6-8 (4 points each, 300 words for each précis)**

- Work in class on expanding your outline to form the body of your paper (bring relevant materials)

Module 16 Thursday, October 16

- Writing Workshop (Paper Format)
- Abstract due (5 points, 200 word minimum, 250 word maximum)
- Read: “Anth100W Research Paper Template” and “Sample Paper on Tea Ritual”
- Study this resource:
http://www.chicagomanualofstyle.org/tools_citationguide.html
- Work in class on your paper (bring relevant materials). The paper should be 4000 words and is due after Spring vacation. This is worth 100 points, one fourth of your grade!

Module 17 Tuesday, October 21

- Writing Workshop
- Review “Countering” and “Stepping Back” in “A Student’s Guide to Reading and Writing in Social Anthropology” (pp. 17-18)
- Writing Workshop (bring relevant materials)
- Read: “Punctuation”

Module 18 Thursday, October 23

- Topic: Common Writing Errors
- Notes 9-10 due (4 points each, 300 words for each).
- Précis 9-10 due (4 points each, 300 words for each précis).
Bring two copies. One is for peer review.
- Read: “En Dashes and Em Dashes
- Review: American Anthropologist Style Guide
- Begin to read the paper you have been given to peer review. Write a peer review of the other student’s paper. (600 word minimum, 10 points)

Module 19 Tuesday, October 28

- Topic: How to Write a Powerpoint and Present a Paper at a Meeting
- Collect images to illustrate your Powerpoint and select a format.
- If you have a laptop with Powerpoint, bring it to class.

Module 20 Thursday, October 30

- Topic: Improving Writing
- Research paper draft due, must include Bibliography (3000 words, 75 points)
- Corrected Research Paper returned (25 points for re-writing)
- Discussion of common errors and possible improvements to Research paper
- Start correcting your research paper in class. Bring your laptop.

Module 21 Tuesday, November 4

- Topic: Meeting Presentations
- Workshop: Bring your paper and prospective illustrations for your Powerpoint. Break your paper into ten sections and choose an illustration for each. You may have to edit or abbreviate sections. It should be about 2000 words. You should be able to read your paper in less than twenty minutes.
- At home: Read your paper aloud and time it.

Module 22 Thursday, November 6

- Topic: Meeting Presentations
- Continue working on your PowerPoint.
- Read: Hargittai – “The Conference Scene”

No Class for Veterans’ Day

(You must still submit your Peer Review to Canvas by this date.)

Module 23 Thursday, November 13

- Topic: How to Benefit from Meetings
- Oral PowerPoint Presentations begin.
- PowerPoint Presentation due. (40 points, 3500 words) Bring it on a thumb drive.

Module 24 Tuesday, November 18

- Topic: Meetings Discussion
- Oral PowerPoint Presentations continue.
- Read: Hargittai – “Conference Do’s and Don’t’s”

Module 25 Thursday, November 20

- Corrected Research paper due (25 points)
- Topic: Professional Resumés
- Study the Résumé Rubric on the class website.
- Read: “Things to Avoid in Job Applications and Resumés”
- Prepare your Résumé (300 word minimum, 10 points)
- Class PowerPoint Presentations presented (20 points)

Module 26 Tuesday, November 25

- Topic: Statements of Purpose
- Read: “Statements of Purpose”
- Resumés due (300 word minimum, 10 points)
- Prepare your Statement of Purpose (300 word minimum, essay format, 10 points)
- Class PowerPoint Presentations

No Class November 27 - Thanksgiving

Module 27 Tuesday, December 2

- Topic: Cover letters
- Read: Writing Cover Letters on class website
- Statements of Purpose due (300 word minimum, essay format, 10 points)
- Class PowerPoint Presentations

Module 28 Thursday, December 4

- Wrapping it Up
- Class PowerPoint Presentations
- Cover letters due (150 word minimum, 5 points)

Module 29 Tuesday, December 9

- Open Book Final to Be Given Out (500 word minimum, 20 points)

Final – Wednesday, December 17, 7:15 AM-9:30
(I will discuss provisions for submitting the final online or submitting it during the official final time in class)