

## Reading Notes Assignment Sheet

### Purpose:

- Provides a template for working through and breaking-down a scholarly article.
- Demonstrates your completion of the reading and your understanding of that reading.
- Introduces you to material specific to understanding the importance of media.
- Provides you with a note-taking template that will be useful to you in this class and others.
- Provides you with a tool to utilize during class discussion, helping you to participate and to participate effectively.
- Encourages you to pay attention to detail.

### Basic Instructions:

- Read the assigned academic articles.
- I encourage you to highlight/underline the article as you read – you can do this on a digital or hard copy.
- Determine the main ideas and provide a summary of the author(s)' argument.
- Identify 3 key concepts and define them as the author has defined them.
- Identify 3 key quotes that are meaningful within the framework of the article.
- Create an essential question – a question that could be used in class discussion that pertains to a big picture idea from the article.

## Assignment Documents and Assistance

Document	What it Contains
<b>Formatting and Submission Requirements</b>	<ul style="list-style-type: none"><li>• Found on the following page</li><li>• Contains all logistical requirements</li></ul>
<b>Reading Notes Layout</b>	<ul style="list-style-type: none"><li>• Provides a template for the assignment</li><li>• Fleshes out the requirements for each section of the assignment</li></ul>
<b>Example – Student</b>	<ul style="list-style-type: none"><li>• Completed by a past student for a reading we will not be doing this semester.</li><li>• Demonstrates the way the assignment should look when completed correctly and done well.</li></ul>
<b>Grading Rubric</b>	<ul style="list-style-type: none"><li>• Demonstrates the grading criteria for this assignment</li></ul>
<b>Lesson 1 - Video</b>	<ul style="list-style-type: none"><li>• Located on course website</li><li>• Video introduction to assignment</li></ul>
<b>Prezi – Reading Notes Assignment</b>	<ul style="list-style-type: none"><li>• I will take you through this document in class to help you better understand the assignment</li></ul>

## Formatting and Submission Requirements

<b>Document Type</b>	<ul style="list-style-type: none"> <li>• Word document only</li> <li>• DO NOT SUBMIT any of the following: pdfs, jpgs, a Pages file (the Apple word processor), a link to a Google doc, notes doc, etc.</li> </ul>
<b>File Name</b>	<ul style="list-style-type: none"> <li>• Save your file as Last name, First name – Reading Notes #</li> <li>• Example: Palmieri, Stephanie – Reading Notes 1</li> <li>• All appropriate file titles found on assignment page on course website</li> </ul>
<b>Page Layout/Format</b>	<ul style="list-style-type: none"> <li>• Font: Times New Roman</li> <li>• Font Size: 12 point</li> <li>• Margins: 1 inch top, bottom, left, right</li> <li>• 1 page total</li> <li>• A single space between sections</li> <li>• Sections are single spaced</li> </ul>
<b>Header</b>	<ul style="list-style-type: none"> <li>• Name – Date – Course</li> <li>• Article citation in APA – found on course website</li> </ul>
<b>Section 1 Synopsis</b>	<ul style="list-style-type: none"> <li>• Label this section <b>Synopsis</b> in bold</li> <li>• 1 paragraph (6-10 sentences) summary of the article's main points</li> <li>• Paragraph is single spaced</li> </ul>
<b>Section 2 Key Concepts</b>	<ul style="list-style-type: none"> <li>• Label this section <b>Key Concepts</b> in bold</li> <li>• Use bullet points to separate each of the 3 key concepts</li> <li>• Write the concept – in bold</li> <li>• Provide a definition for each concept – definition should be in relation to the article not a dictionary definition.</li> <li>• Properly cite all entries whether direct quotes or paraphrased</li> </ul>
<b>Section 3 Key Quotes</b>	<ul style="list-style-type: none"> <li>• Label this section <b>Key Quotes</b> in bold</li> <li>• Use bullet points to separate each of the 3 key quotes</li> <li>• Use quotation marks to indicate where the quote begins and ends</li> <li>• Include a page number where the quote was found</li> <li>• Quotes should be significant</li> </ul>
<b>Section 4 Essential Question</b>	<ul style="list-style-type: none"> <li>• Label this section <b>Essential Question</b> in bold</li> <li>• 1 essential question (you may provide more)</li> <li>• Use bullet points to separate the questions</li> <li>• Reflects a big picture idea</li> </ul>
<b>Submission</b>	<ul style="list-style-type: none"> <li>• Upload file to Canvas using the correct assignment link</li> <li>• Each assignment will have its own link. Make sure it is the correct one.</li> <li>• At exactly one minute after the assignment is due on the due date, the assignment link will be deactivated</li> </ul>
<b>0 given for</b>	<ul style="list-style-type: none"> <li>• Incorrect document type (ie – not a Word doc)</li> <li>• Incorrect file title including a missing word, an extra word, reversed last &amp; first name, incorrect number, etc</li> <li>• Late submission</li> <li>• Incorrect file submitted</li> <li>• Wrote about incorrect reading</li> <li>• Assignment is plagiarized in part or whole</li> <li>• You attempt to turn in a hard copy version</li> </ul>