Format for Topical Writing Responses:
Mr. Mitchell’s Classes

Format: Word process and double space or space-and-a-half your responses, one response per page. At the top left of each response, put your name and the date the response was assigned. Centered above the text put the response number and author’s last name or essay’s title.

Sample (top of page for Response #1):

<table>
<thead>
<tr>
<th>Jesse Q. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29</td>
</tr>
</tbody>
</table>

Response #1

Krakauer

text text text

Length: Most responses should be about 2/3 - 1 page (approx. 250-350 words). Keep your responses in sequence and together in a plain manila folder and bring them to every class. Folder tab should contain your name and "Topical Writing"

I might ask you at any time and regularly to hand in a current response or all of your responses to date. Keep up to date with your reading and responses.

Evaluation Criteria:
- A set of complete responses that follows all the requirements above will earn an average grade of C to B- (average).

- More thoughtful and appropriate responses—those responses exhibiting quality of content rather than impressive length—will earn higher grades.

- Responses indicating lack of effort and thought, and a failure to respond directly to the assignment will earn a lower or failing grade.

- Short responses will earn no more than a C- depending upon other conditions being met.

- Responses that do not follow all of the above format requirements will earn no more than a C-.

- Late responses will not be considered. Inappropriate responses or responses that do not indicate effort will not be acceptable. Unacceptable or late responses, or responses not word-processed will earn no grade and result in points deducted from the total.

Advice:
Complete your assigned reading and response every day. Keeping your responses up-to-date will not only have a salutary effort on your grade, but will also ensure that you will be able to fully participate in, and benefit from, class activities including exercises, discussions, quizzes, and essays. Remember, Responses represent 10% of your work in this course.