

Format for CPN Topical Writing Responses

Rationale: Responses are a critical elements of this writing-intensive course. They serve to engage you in the critical thinking, writing, and editing processes on a regular basis. Because they are not formal essays, they allow you to write in a more casual, relaxed and reflective manner. That doesn't mean, however, they should be sloppy or carelessly written. Responses are often the best writing I see during the semester.

Format:

- Word process; double space or space-and-a-half your responses
- One response per page.
- At the top left of the first [page of each response, put your name and the date the response was assigned.
- Centered above text put response number and a clear reference or the work (author or title).
Sample:

Student Name
Aug. 28, 2007
CPN 101

Response #1
Summary of Hay's Essay

Your response text text text Your response text text text Your response text text text
your response text text text Your response text text text Your response text text text

Length: Most responses should be **about 3/4 - 1 page (approx. 300-350 words).**

Keep your responses up to date, in sequence (first on top), and together in a plain manila folder. Bring them to every class. Folder tab should contain your name, CPN 101, and "Responses."

Evaluation Criteria:

- Responses will usually be evaluated by the "batch" (all the responses in a submission)
- A set of complete responses that follows all requirements for format and content 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 (B to A+).
- Responses indicating a lack of effort and thought, or those failing to respond directly to the assignment will earn a lower or failing grade (C- to E).
- Short responses will earn no more than a C- depending upon other conditions being met.
- Responses that do not follow format and content requirements will earn no more than a C-.
- 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 positive effect on your grade, but will also ensure that you will be able to fully participate in, and benefit from, class activities including discussions, quizzes, exams, and essays.

Responses represent 10% of your work in this course.