

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 course content.
- 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.

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.

Steps

1. Locate, download, and save the article you are supposed to read from the Reading Notes assignment page on our class website.
2. Open a Word document and immediately save the file with the correct title: Last name, First name – Reading Notes #
3. Set up the rest of your Word document by doing the following:
 - a. Full name, class number, date
 - b. Copy the citation from the assignment page
 - c. Label the Synopsis, Key Concepts, Key Quotes, and Essential Question section
 - d. Put bullet points under all sections except the synopsis.
4. Read the following items of the article to prepare yourself for the assignment
 - a. Citation (what year was this piece written)
 - b. Article or chapter title
 - c. Abstract (if it contains one)
 - d. Section headings
 - e. Introduction and conclusion paragraphs
5. Go back and read the article, highlighting as you go. Create a roadmap for yourself so that when you go back to do the assignment, you are not staring at a blank article.

Formatting and Submission Requirements

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