

Response Journal (20% of final grade):

As part of this class, you are expected to submit five response journal entries relevant to the class readings and lectures. The journal topics will be distributed at the lectures and are due the following week at the beginning of the seminar sessions. Keep these dates in mind so that you have adequate time to prepare a well-thought-out response. Use the journal to set down your observations from the lectures and the readings and the insights, questions, and comments that you develop on the topic. Your journal entry should be *at least* two double-sided pages long (about 500 words total, given 250 words per page in 12-point font), but can be longer if you wish to write more.

While not a research paper *per se*, if you use ideas or information that are not your original thoughts or observations, you are expected to document them using the citation method of your choice. You may choose any system of citation from those described in class (Modern Language Association, American Psychological Association, University of Chicago/Turabian, etc.) as long as you are CONSISTENT and THOROUGH. All papers should utilize, when appropriate, footnotes, endnotes, or citations within the text, and should include a works cited list (a.k.a. bibliography) at the end.

This writing will serve several purposes. First, it will help you get your thoughts together in order to better contribute to the discussion or activity at hand during our seminar meetings, which we will begin by addressing the issues raised by the journal topic. Second, this will serve as an indicator for you and the instructors of how critically you are analyzing the materials and resources assigned for this class and how useful they are as a whole. Thirdly, you can use the journal as a vehicle to write out some thoughts relevant to your poster topic for instructor feedback, providing that the information you have found corresponds to that of the journal topic as well.

A Note on Prepared Writing Assignments in General:

Each writing assignment is listed with a due date in the Course Schedule. These due dates are real; firm due dates enable you – and us – to plan. Assignments must be turned in at the beginning of class on the days listed, and any paper handed in after that point will be counted as late. Without a *genuine* excuse (preferably approved ahead of time by your seminar leader), late assignments will be penalized a letter grade (10 points from the rubric, so e.g. from an 95/A to an 85/B, 80/B- to 70/C-) for each class session they are overdue. Any assignment handed in more than 4 classes late (when you would receive an F for an otherwise A paper) will receive no higher grade than a 64, and may be accorded less points according to its quality.

Good, documented writing is what being a scholar is all about. For all writing assignments prepared outside of class you **MUST** document all information that is not your original thought, interpretation, analysis, or synthesis. This includes both direct quotes (phrases or sentences taken from another source, surrounded by quotation marks: “blah blah blah”) and paraphrases (rewordings and summaries of ideas or analyses that are not yours: that really boring statement that illustrates this point).

Plagiarism—passing off someone else's work as your own—is not just a violation of academic integrity or basic ethics—it *is a crime*. The *SUNY-IT Student Handbook*, available in print and online, states clearly that the instructor may assess a reasonable penalty for plagiarism (22 and ff.). Penalties can include failure for the assignment, the permanent placement of a letter describing the incident in your file, or even failure for the course (students may challenge these decisions before the Academic Conduct Board). To be clear, our procedure for dealing with plagiarism is as follows:

1. The first assignment found to contain significant amounts of copied material (more than the occasional missed quotation mark or forgotten footnote) will receive an F grade, equaling 0% in the final tally.
2. Then, we will give the writer the opportunity to rewrite the journal entry with proper documentation. This assignment **MUST** be handed in one week from the date of the return of the paper. The highest grade that paper can receive will be a B- (=80), but can be lower according to its quality. If the rewrite is not handed in by that date, or if it does not meet adequate standards for the class (missing citations, poor writing), the F=0 grade will remain. No late alternate assignments will be accepted.
3. If any other incidence of plagiarism should follow these first two actions, the student will receive an F for the course, and a letter of explanation will be placed in the student's file.

