

# December Seminar

December 16, 2008

## AGENDA

- Administrative Reminders
- Assignments

Take note of due dates!

- Outline and Synthesis Paper
- Reminders and Open Agenda

The best way to get something done is to begin.

~Author Unknown



# Administrative Reminders

- Check your mailbox and your email daily (and not just during 6<sup>th</sup> period).
- Sign out daily. Place a checkmark in the box if you are here and not leaving.
  - Please give me the attendance note if out.
- Check your grades on a regular basis.
- Use the resources at [rhsgt.com](http://rhsgt.com)



# Assignment Extensions and Missing Work

- Abuse of my patience/flexibility
- Abuse of the Extension binder
- Grades and Expectations



# Assignments

- Marketing Presentation (due by 12/19)
  - Should be done with both classes by this Friday.
  - Bring me the completed evaluations.
- Final Research Proposal (due 12/19)
  - Make requested changes.
  - Did you change your mind? Update...
  - Get all signatures.
- Lunch Conference
  - Dec/Jan
  - Signing up...



# Assignments

- Abstract (due 1/9)
  - Handout today.
  - **\*\*Share with mentor – have mentor email me to say it was received.**
- Outline of Paper (due 1/14)
  - See packet.
  - Discussed today!!!
- Annotated Bibliography – (due 1/16)
  - 35 sources!



# Assignments

- Thank you card for mentor (due 1/16)
  - Bring to me. See Grades & Assignments handout.
- Hours Charts for December (15 hours).
  - December chart due after winter break (1/5)
  - January Hours Chart due in 3<sup>rd</sup> Quarter (20 hours).
- Mentor Evaluation (due 1/23)
  - If not received by due date, you get 10% lower than your grade from me.
- Portfolio (due 1/20)



# Outline

- Keys to College Level Writing
  - Variety of Sources
  - Locating Prominent Experts
  - Well-constructed thesis
  - Logical sequence
  - Ability to defend an argument
  - Define and consistently use terms
  - Use of Third (not First) Person
  - Properly using quotes
  - Properly citing information in text
  - Concluding by making a case for your argument
  - Using proper citation in the bibliography



# Outline

- Format
  - Topic/Phrase Outline
    - First and Last paragraph fully written
      - First paragraph contains thesis.
  - Use of Roman Numerals and Arabic letters and numbers.
  - Use the model as a guide.
  - See handout for using Word.



# Outline

- Thesis Statement
  - Take a position
  - Pass the “So What?” test
  - Pass the “How?” and “Why?” tests
  - Provide readers with a guide to your train of thought
  - Narrow the subject to a manageable, specific topic

You should be conferring with me regarding the thesis at our lunchtime conference!



# Synthesis Paper

- Due Monday, February 2<sup>nd</sup>
  - This is one week into third quarter, so start working on it as soon as you finish writing your outline!!
- Formatting concerns
  - Readable font, size 12, double-spaced
  - 8-10 pages, minimum
  - Internal citations and bibliography required
  - Page numbers required
- **READ THE PACKET!!!**
- Schedule time with me in Jan. if needed



# Synthesis Paper

- Contents and Sections (see pages 13-14)
  - Title
  - Introduction (hook; thesis statement)
  - Body
    - Make good on the promises of your thesis
    - If you conducted original research, weave it in here.
  - Conclusion
  - Appendices, in necessary
  - Bibliography/References/Works Cited
    - A **bibliography** lists works for background or for further reading, and those cited in the paper.
    - **References** lists specific works that you used in your work.



# Citations and Plagiarism

- If you didn't know it before you started working, or create it as part of your research, **CITE IT!**
  - See page 15 for help. Citations need to be “in-text” and in the bibliography.
- Read the section on plagiarism very carefully!
- Must submit via [Turnitin.com](https://www.turnitin.com)

You'll get a handout in January to remind you of specific details!



# Verbs and Transitions

- Good writing employs active verbs.
  - See list on page 18.
- Good writing demonstrates a flow of information. Transition words/statements assist with maintaining the flow.
  - See list on pages 18-19.



# Reminders!

- January Seminar –
  - Monday, January 12<sup>th</sup>
- Mid-terms - Yes, you have a mid-term. No, it's not something for which you can study.
- Winter Break letter
- Open Agenda!!
- Gotta go... site visit!

