

# In-Class Notes Assignment

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You will turn in handwritten notes for each day of class lecture/discussion and for the READ|WATCH items on days we are working online.

## HOW TO TAKE NOTES IN A SKILLS CLASS

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Any writing class, much like math or reading, is a skills class. Instead of learning facts and dates, you are learning *how to do something*. As such, taking notes in a skills class requires you to focus on *what to do* and *how to do it*. As we go through the course, this is at the heart of our study. I expect your notes to become more thorough and thoughtful as the semester progresses and I will grade more strictly as we move toward the end.

### WHAT AND HOW

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As you take notes, focus on *what* and *how*. Here are some examples and tips:

- Discussion of assignments/writing
  - What is required
  - What key things make it stand out
  - What things are not allowed
  - Due dates
  - Processes and steps
- Sample Essays
  - Format
  - Key parts/sections
  - Successful techniques
  - Specific wording or elements required
  - Examples that stand out
- Grammar
  - Basic rules in your own words
  - Tests or rules for checking grammar
  - Examples that stand out
- Other things that stand out as significant
- Anything your teacher repeats
- Keywords and concepts
- Questions you have for me
- Ideas that come to you for assignments you're working on.

Integrate your own style. If drawing lines, arrows, sketches, or other things help you, then do that.

You may find it useful to use the list under "What we'll do in class" on the schedule as a starting outline for your daily notes, though you should include any other things discussed as well.

#### Some Other Ideas About Notetaking (Videos)

- [Drawing in Class](#)
- [Sketch Noting](#)
- [How to take Great Notes](#)
- [How to take Notes for Work](#) (A cool idea that could be modified for class notes.)
- [How to Take Notes in Class: The 5 Best Methods](#)
- [4 Tips for Active Listening | Jim Kwik](#)

## LAYOUT

Put your name and the date in the right-hand corner of your paper and number each page. Other than that, the form and structure is up to you.

Here are some examples:

Your Name  
Notes for 1/21/20  
Pg. 1

How to take notes for Skills Classes

- ↳ What to do
  - ⊙ Instructions
  - ⊙ Options
- ↳ What not to do
  - ⊙ If teacher mentions it more than once, just don't do it!
  - ⊙ No you!
- ↳ What things stand out
  - ⊙ Different ways to meet the requirements or do things in the assignment.
- ↳ Sources that help do this
  - ⊙ Writing center
  - ⊙ Research Librarians
  - ⊙ Tutoring

Question:  
Kelli, can we use "I/me/my" in this essay?

Essay idea  
Ocean

Your Name  
Notes for 1/21/20  
Pg. 1

Taking notes in a skills class.

Sources that help

- Handouts •Websites •Research
- Librarians
- College resources or offices •Writing

?

Kelli, can I use i/me/my in this essay?

What to do	What NOT to do
*Instructions *Options *Due dates *Do Nots	*blow off the assignment
*Different requirements *Stuff I like and don't like	*just write down what's on the schedule or a few words.
*Things teachers get really excited about or go on and on about	*try to write down things word-for-word (just listen to the video again)
*Ideas I get *Questions I have for Kelli	

?? Essay topic ideas ??  
wedding ring • snow shovel

## GRADING & CREDIT

### GRADING STANDARDS

Your notes will be graded on capturing major points and details for the day, asking questions, and generally showing that you're intellectually interacting with the class.

This will count toward both your coursework and participation grade. It is also the way I take attendance after the first week.

### CSD NOTE TAKING

If you qualify for a note-take through CSD, you need to take what notes you can during class/class videos and as you read, then you need to highlight or annotate the notes from the CSD notetaker. Your notes on the notetaker's notes should show that you've done more than just read through them; they should show you have thought about the significant points and added any thoughts, ideas, or things you noted.

*Discuss this with me. If you don't take time to talk with me about this, I won't make any modifications. It's your responsibility to communicate with me.*

## **EXTRA CREDIT**

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**If you take notes on homework readings and videos, you can earn up to 20 points extra credit.**

↳ *To get credit, clearly label those sections with "Homework" and give the title of the homework reading/video at the start of your notes for it.*

Additionally, I may add extra credit points for notes that are exemplary.

## **TURNING NOTES IN**

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No matter how you turn them in, make sure they are organized and clearly labeled as discussed above.

I WILL NOT GRADE UNORGANIZED AND/OR UNLABELED NOTES.

## **IN-CLASS**

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Notes should be turned in as you leave class. If you need a copy of your notes, please take a picture of them before handing them in. They will also be used to take attendance. If you are in class but do not take notes and turn them in, you will not be considered present if you don't at least turn in a piece of paper with your name on it.

I generally return them to you by the next class period.

## **WHEN ABSENT**

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If you cannot attend class in person, you should watch the recording before our next class and take notes. Turn those notes in during the next class period. If you are going to be absent for more than one day and you know in advance, talk to me about this.

The link to the YouTube Playlist with our class videos is on the first page of your daily schedule.