

In-Class Notes Assignment

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

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 through toward the end.

WHAT AND HOW

As you take notes, focus on the *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 for the day as a starting outline, though you should include any other things discussed as well.

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's!

↳ 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

Essay idea
Ocean

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

Your Name
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Taking notes in a skills class

Sources that help

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

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

What to do	What NOT to do
<ul style="list-style-type: none">* Instructions* Due dates* Different requirements* Stuff I like and don't like* Things teachers get really excited about or go on and on about* Ideas I get* Questions I have for Kelli	<ul style="list-style-type: none">* blow off the assignment* just write down what's on the schedule or a few words* try to write down things word-for-word (just listen to the video again)

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. Notes for each week will be averaged together for a weekly grade.

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, but 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

If you take notes on homework readings and videos, you can earn up to 20 points extra credit for each week. (Your weekly grade will be averaged for the overall class notes score.)

- ↳ To get credit, 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

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

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.

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

WHEN STREAMING

If you must work from home or stream, simply take notes as usual then take pictures of those and send them to me right after class to be counted as present. Email them to kwood@epcc.edu. You need to send them within 30 minutes of class ending. Make sure and let me know you attended online, and provide me with any other information I need to know about the situation. Review the email guidelines in the [syllabus](#).

WHEN ABSENT

If you cannot attend class in person or online, you should watch the recording before our next class and take notes. You should 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.

Late points will apply to class notes. I will accept these the next class period with no late points deducted 3 times—life happens. After that, late points will be deducted and I will only accept them 5 days late.

See the first page of the [daily schedule](#)
for where to join the live stream or watch the video.