**WEEKLY RESPONSE PAPER GUIDELINES**

\* ONE PAGE response papers are due weekly on Thursdays before class\*, submitted via email.

\* Note: you can take noon on Thursdays to submit, if you need a bit of touching base in / after class before hitting send.

\* The response should cover a portion of the reading *for that week*.

\* Work in groups of three and four. Alternate each week who is the “lead author” – the person responsible for typing and turning in the paper that week. Include all names on the top, with lead author designated, along with word count and a descriptive TITLE of your paper (something that helps capture the essence of what you are after in the response).

\* Usually you are told “Do not summarize”. Here, the instruction is: SUMMARIZE. See if you can capture a main point the author wanted to get across.

\* 500 word limit. The goal of these assignments is to help you learn to home in on a point and articulate it concisely.

\* Responses might include

* Pointing out agreement or disagreement between two authors.
* Reflecting back a theoretical term or concept used in the reading. DEFINE it as you understand it.
* Offering a sense of your own reaction. But if you take this route, please first and foremost capture what is out there.
* Feel free to work through material you might not quite understand – you do not have to be “right”! Show your thinking.

\* No spelling and grammatical mistakes, please. Read your work ☺

\* Formal citations are unnecessary, but page numbers for class readings are helpful, and full reference for outside materials (if used, though definitely not necessary!) will be appreciated.

***Writing tips:***

* Create a coherent response focusing on one or two clear points. State them up front.
* Title your response paper to help make your main focus clear.
* Make sure the structure of the paper is easy to follow.
* Try not to jump from example to example to example to example. Try to articulate the heart of the matter.
* Proofread and use your writing center / campus resources. This is a low stakes way to get to know what resources you have at your disposal during your college career.
* Try not to use outside/extra reading unless absolutely on point and you could not sleep at night if you hadn’t ;)
* Use personal experiences sparingly, and when used make sure the goal of their telling is related to readings.
* There is no set number of readings to which you have to refer, but you must refer to at least one reading from the week in which the paper is due. Most importantly, pick a clear idea, one core thesis, and work with it coherently.
* **Have fun with the responses in general! Use these guidelines as simple constraints to help you practice hearing what someone is trying to say and reflecting it back – hopefully this will in turn fuel your own creative work with new ideas!**