

A GUIDE TO RESPONSE PAPERS

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Last revised: 01.19.06

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DESCRIPTION

As part of this course, students will be required to submit a series of response papers. Usually, a response paper will be due each week. Each paper should respond to one or more assigned texts. The texts are to be read prior to class, and may be discussed in class. Each response paper will include relevant analysis, ideas, observations, comments, examples, opinions and questions. Note: Use of the pronoun I is acceptable.

REQUIREMENTS

Header:	Location; Alignment = top left corner, one inch from edges; left-aligned. Line spacing = single-spaced (or, leading = 13 points).
Header Content:	Name of student (ex: Judy Greene). Course number and title (ex: J359T/J395 Advanced Visual Design). Name of instructor / Semester and year (ex: McKinney / Spring 2006). Response paper number (ex: Response Paper 01).
Title:	Location; Alignment = in between Header and Body; center-aligned.
Title Content:	Include all or part of title(s) from the assigned Reading(s) or Text(s).
Body:	Typed and formatted on a computer. One page, 8.5 x 11 inches, standard white paper. Length = 300-400 words. One simple, readable font (ex: Times Roman or Helvetica Regular). Font size = 11 points. Line spacing = double-spaced (or: leading = 22 points). Margins = one inch, all four sides. Alignment = flush left / rag right, or justified.
Conclusion:	Include one or more Discussion Questions at the bottom of the page.

GRADING

In general, I follow School of Journalism standards, regarding research, quotes, spelling, grammar, usage and creativity. If in doubt, refer to the AP Style Guide. Most important: each response paper must be honest, interesting, engaging and meaningful. Accuracy is required. Proofread and spell-check papers before submitting them. Points may be deducted for spelling errors. If in doubt, look it up!

Other errors, which may result in point deductions, include: grammatical errors; punctuation or dash errors; extra or missing spaces; sentence fragments or run-on sentences; subject/verb or tense disagreements; inconsistent indent styles or line breaks; inconsistent use of caps, italics or other tpestyles; needless repetition of a word or phrase; widows or orphans; printing errors or poor printing quality.

GUIDELINES

- Identify three main points in the text(s). What did you agree (or disagree) with? Why?
- Identify the point-of-view of the author. Is it valid? Why? Why not?
- Is the content: Meaningful? Interesting? Well organized? What examples support your opinion(s)?
- Did the text(s) seem relevant to this course? Why do you think the instructor chose the text(s)?
- Is the writing: Clear? Logical? Consistent? Is the writing style appropriate to the subject?
- Can you relate or apply any ideas from the text(s) to your own design skills or concepts?

EXAMPLE

An example of a Response Paper can be found on Page Two of this document.

Jane Doe
J59T / J395 Advanced Visual Design
McKinney / Spring 2006
Response Paper 01

Myths of the Self-Taught Designer

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Discussion Questions:

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2. Ut nos eugait, conulputate eum quis alisi?