

Writing Answers: The essay questions will be drawn from three sources: 1) information presented in the class text, 2) questions culled from my lecture notes, and 3) any sort of combination of 1) and 2) that you can imagine. You may ask me to clarify the Take Home Questions, if you find them confusing; however, I will not discuss individual answers to the Take Home Questions once they have been distributed. I will also only answer questions during class time as I feel everyone should have access to the answers.

In most cases, a good essay answer will require that you combine material in the text with additional material presented in class. Read the text before class, try to take good notes in class, and go over your notes soon after each class. In a few instances, all the material will either come from the text or all the material will come from lecture, but this is the exception rather than the rule. All material that is not your own opinion should be appropriately referenced (more on this later). In addition, very good answers will include information from outside sources (in some cases, you will be required to read outside sources in order to complete the question). Graduate students are required to include outside sources in all answers.

Some essay questions have several parts, and it is extremely important that you answer every part. (It helps some students to underline the separate parts of each question.) As a general strategy, try to give a broad, general answer first and then fill in the details as possible later.

You only need to answer the question that is asked. Students very frequently make the error of including a lot of information that is irrelevant to the particular question. This practice will lead to a reduction in your grade. Read each question carefully and answer only the question that is asked. You will not lose points for leaving out material that is not asked for. Conversely, you will lose points for adding information that is not correct.

Opinion questions are best answered by using appropriate logic skills and data (where possible) to support your opinion. References tend to make very good impressions on me—especially if the reference you cite actually supports the point you are trying to make.

Also, using correct grammar and spelling is a must. It will not matter if you have the greatest ideas in the world if you cannot present them appropriately. You will appear to not know what you are doing and people will discount your ideas. Therefore, I grade on both content and grammar. Typically, what I do is to give a content grade and then subtract points for poor grammar and spelling. It would behoove you to use a spellchecker and proofreading (I have found that proofreading is the most important of the two components) before you turn in your questions.

The answers must be written using Modified APA Style (I'll detail the modifications later) and true APA Style references. (APA Style here refers to the American Psychological Association Publication Manual, Fifth Edition; any other edition of APA style is not an acceptable alternative.) Failure to adhere to APA style will result in the loss of points.

Finally, submit the questions only with a cover sheet (without your name on it—your name should only appear at the end of the exam, on the Identity Code sheet) that has the date, title of the course, and whether or not you are a graduate or undergraduate student. This should be on white paper that is stapled in the upper left hand corner. **DO NOT TURN IN THE TAKE HOME QUESTIONS IN ANY SORT OF FANCY COVER OR FOLDER; I CANNOT GUARANTEE THAT THESE COVERS WILL MAKE IT BACK TO YOU.**