

Valencia College
HSC 1004 PROFESSIONS OF CARING ONLINE (Osceola)
CRN 21445 Spring 2019 (3 Credit Hours)

Please note: This is a fully online course with no face-to-face sessions.
You CAN be successful in an online course, regardless of your prior computer experience
Success = manage your time + keep up + stay engaged + do the work

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OFFICE HOURS: The best way to contact me is by Valencia email first then we can arrange a phone or in-person appointment. Most questions can be answered by email & I'm online frequently, usually in the evening. I suggest you review "Our Communication Plan" located in the "Start Here" tab on the sidebar bar. Don't wait to the last minute to ask me for help. Communicate early and often!

A SYLLABUS IS IMPORTANT:

This is our roadmap to get you to your final destination—a good grade! Don't memorize everything in a syllabus, but be familiar with it. You can download and print it out or just refer to it electronically. There is a LOT of information in any syllabus, but particularly in your allied health and nursing program syllabi.

COURSE DESCRIPTION/OVERVIEW:

Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes (EAP)
Introduces careers in health professions. Includes self-exploration and increased awareness of self and others. Focuses on American Health Care Systems and skills and understanding needed to enter health professions.

PROFESSOR HOGAN'S STORY:

I've "reinvented" myself several times in my career, as many of you have. I went to college right out of high school; but, decided to take a semester off. That semester lasted seven years. After working retail for many years I joined the army to get the college money. After discharging from the military in 1992 I resumed my college studies and graduated with a degree in Philosophy in 1996.

What did I do with all of that knowledge? I opened up a record store and live music venue. Yes that is how I used my college education. I worked as a bouncer at House of Blues at night to pay the bills. The record shop was a thing of passion; but, never profit. My first son was also born in 1997 and after four solid years of owning my own business I finally realized that it was more important to have a stable income for my young son. December 31st, 2000 marked the last day of business and the last show.

I had already started teaching middle school and dove into that full time. I stayed in K-12 until 2007 when I came to Valencia. In 2003 I was involved in a near fatal (to me) crash when I got ran over on

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my 1966 125 GT Vespa coming home from a downtown Orlando venue. That accident resulted in me being in and out of the hospital for 15 months. That's where I came to love the **Professions of Caring**. The staff at the hospital definitely saved my life.

Sure, the surgeons pieced my body back together; but, it was the staff that pieced my mind back together.

So when I saw an instructional technologist position available at Valencia in the Nursing department I applied and was hired. Since 2007 I've been working closely with Nursing and Allied Health in the areas of simulation and instructional design.

I'm living proof that you if you stay flexible and be open to opportunities you will never stop learning. I love teaching. It's fun to meet people who are beginning their journey toward a health profession. The medical field is exciting, challenging, and tough work—but it brings incredible personal gratification and experiences you will never forget.

COURSE AND SCHEDULE CHANGES:

I may need to adjust our course along the way. I will inform you by sending a message through our course.

REQUIRED:

- Textbook: Makely, Badasch, and Chesebro (2014). *Becoming a Health Care Professional 3* ISBN 978-0132843232 (open book quizzes)
- Valencia College Student Handbook (available in any campus Student Development office during New Student Orientation)
- Atlas email account. You will be expected to use this as a means of communicating in this class.
- Reliable Internet access; Firefox browser is recommended for accessing Canvas courses.
- A basic proficiency in using a computer, the Internet, and email. The instructor facilitates course content only, not computer/internet skills.

COURSE LEARNING GOALS:

First and foremost, the activities and assignments in this course are designed to help pre-health professionals to meet Valencia's student core competencies

<http://valenciacollege.edu/competencies/>

Think—Critical thinking is a vital skill for healthcare professionals. You need to think clearly, critically, and creatively in workplace settings. You need to be able to analyze, synthesize, integrate, and evaluate information quickly and correctly to be able to meet the needs of your patients.

Value-- Making reasoned value judgments and responsible commitments are a part of being a health professional. With empathy and fair-mindedness, individually and in groups, a health professional needs to:

- Recognize values as expressed in attitudes, choices, and commitments
- Distinguish among personal, ethical, aesthetic, cultural, and scientific values

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- Employ values and standards of judgment from different disciplines
- Evaluate own and others' values from individual, cultural, and global perspectives
- Articulate a considered and self-determined set of values

Communicate—Effective skills and strategies for communication with different audiences using varied and appropriate methods (oral, written, visual/graphic, non-verbal) is essential in the medical fields. In speaking, listening, reading and writing, in verbal and non-verbal ways, with honesty and civility, in different disciplines and settings, a health professional needs to:

- Identify own strengths and need for improvement as a communicator
- Employ methods of communication appropriate to audience and purpose
- Evaluate the effectiveness of own and others' communication

Act—Medical professionals must integrate all their technical skills and knowledge in order to act purposefully, reflectively, and responsibly in their personal and professional community. A health professional needs to:

- Apply disciplinary knowledge, skills, and values to the workplace and beyond
- Implement effective problem-solving, decision-making, and goal setting strategies
- Act effectively and appropriately in personal and professional settings
- Assess the effectiveness of personal behavior choices
- Respond appropriately to changing circumstances

The content covered in this course will help you to:

- Identify and practice successful pre-health professional qualities
- Recognize the major social, political and technical developments that have had an impact on the current health care system
- Describe the relationship of ethical and legal responsibilities in health care
- Explore the complex interaction between health professionals and patients
- Recognize the importance of effective communication skills
- Identify the issues surrounding health care finance and how these issues affect patient care

Finally, and I feel this is one of the MOST important goals for Y-O-U this semester:

- *Identify and evaluate your own interest in health care professions*

HOW COURSE LEARNING GOALS ARE ASSESSED: GRADING POLICY

Our course goals are measured several ways: quality of online discussion participation, student research and quizzes. You are assessed on a point system, with the total number of your earned points divided by the total number of class points possible (1000) determining the grade percentage. You are responsible for keeping up with your own grade in the course. I keep your grades in the Canvas grade book.

The **grading scale** is the same as the **Valencia Health Sciences (Allied Health and Nursing Programs)** standards. Look at this carefully as most students aren't familiar with this scale.

A = 92-100% B = 85-91% C = 77-84% D = 70-76% F = 69 % and below

Don't you want your health profession to know AT LEAST 70% of the knowledge and skills necessary to take care of you? I'm sure you'd want them to have 100% competency, right? But don't let a 70% fool you. You want A's and B's if you are planning to get into the Valencia health programs.

<http://valenciacollege.edu/west/health/>

Point breakdown:

•	Orientation Quiz	50 points			
•	Exams	500 points			
•	Personality Inventory	50 points			
•	Financial Literacy	50 points			
•	Career Project	200 points (grading rubric in appendix)			
•	Article Critique	200 points (grading rubric in appendix)			
•	Elder Interview	50 points			
•	Discussions	75 points			
	Total	1175			
A=	1075-1175	B=981-1074	C=875-980	D=816-874	F=0-815

Extra credit: Upon occasion an extra credit assignment may be offered. Please do NOT plan on an extra credit assignment to take the place of steady, consistent progress along the way.

Work Expectations and Due Dates:

Your work is a direct reflection of you as a professional. Our class calendar will help you keep on track. *If the due date is missed, the due date is missed.* We have discussion board assignments and online exams in this course but a big part of the class is the project which consists of reflection papers (200 points). If you don't complete the papers you are really missing the whole reason for the course. I understand that occasionally our real lives overtake our school life so there is leeway for one late paper. I will accept a one-time-only late paper. You will start with 1/2 credit. Then as I grade it you might lose more points if the quality is poor or the grading rubric is not followed. After the first late paper, the next late paper will NOT be accepted for grading. Failure to turn in 2 of the 4 project parts = an F for the course**. Failure to upload an assignment correctly is the same as late. EXCEPTION: If Canvas goes down, then I'll adjust the due dates. When you submit an assignment, post to an online discussion, or send an email, please pay attention to grammar, spelling, typos, and general neatness. Have someone help you proof your written papers for errors, and please re-read your postings before you hit "submit".

If I choose to offer everyone an extra credit assignment, there will be on ONE deadline -- no extensions.

Online Exams are Open Book:

Check the syllabus for due dates on exams. Each exam is open only for a certain period of time. Once the time limit expires, it's over!! No make-up. *If the due date is missed, the due date is missed.*

Project: An important goal for this course project is to help you to determine if the health field you are thinking about is the right career match for you. The project is designed as part of the LifeMap to help you determine:

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Who Am I? -- Where Am I Going? -- How Do I Get There?

Because this project is so important and counts as the final examination, it is divided into several parts with separate due dates.

- Submit your assignments for each separate due date.
- More information in the appendix.
- The project is worth a total of 200 points and takes the place of a final examination. **
- *****If you do not submit at least 2 of the 4 parts, you will automatically receive an "F" in the course.***

Expected Student Conduct: *Please note, even though this course is fully online, this policy applies. We have a virtual classroom.*

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

Class Attendance Policy: *This is a fully online course.* Your attendance in an online course can be tracked by the dates/times you log into the class. If you are not participating in the online portion, that is the same thing as not coming to class in a face-to-face course. I will email you if you have fallen behind; but, I will not withdraw you. The only time I withdraw is if you do not show up (before Nov 5th in this course). After that withdrawing is up to you. A "W" is a lot better than an "F" on your transcript, but be sure you know your program rules about how many "W" grades are allowed, if any.

Withdrawal: Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline of **2/15/19**. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia Policy 4-07 please go to:

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0

or
<http://tiny.cc/2cddjw>

Academic Honesty: Would you be happy if your radiographer, nurse, physician, dental hygienist, CVT, paramedic (etc.) cheated their way through school? The college policies are addressed in the Student Handbook and our College wide Policy Manual, including the college's computer usage policies. Cheating

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and plagiarism are both considered forms of academic dishonesty as are forms of electronic sharing of answers (e.g., text messaging answers during a test, wireless phone cheating, etc.). If you need help understanding what the differences are between copy/paste on a computer, and what is original work, I can refer you to people who can help you. If I discover that your work is plagiarized I will assign a zero for that assignment. If you are discovered to have plagiarized a second time, your course grade will be an "F". Furthermore, you may be referred to the Dean of Students for disciplinary action.

<http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID 1=8&pcdure=0&navst=0>

or

<http://tiny.cc/iaddjw>

Students Who Need Accommodations:

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. Each campus has an OSD office. <http://valenciacollege.edu/osd/>

BayCare Behavioral Health Student Assistance Program (SAP):

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

GENERAL INFORMATION:

All assignments must be saved and submitted as Microsoft Word documents and saved as doc, docx, or RTF formats. I cannot view Microsoft Works, Word Perfect or any other type of document other than Microsoft Word. If you do not save and submit it properly, you will receive a grade of zero for the assignment. Each campus has a computer lab where you can get help with formatting and uploading. On West the lab is located on the first floor of the Library (Building 6).

- All written papers must be completed in **standard APA format**. Please refer to the resources under "web links" for assistance writing in APA.
- The class calendar and course requirements may be different in other sections of this course.
- For technical assistance with Canvas: <http://blogs.valenciacollege.edu/canvas/>
- You will have 5 exams in this course. Each exam must be completed by 10pm on the due date. All exams must be taken and submitted on-line to earn a score. **Late exams will not be accepted under any circumstances**. Do not open an exam until you are ready to take the exam as opening an exam creates a commitment on your part to take the test at that time. (You cannot open an exam, close the exam, and come back to it at a later time to finish it.) Exam scores can only be accessed after the deadline has passed for that exam.

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- Discussion boards help you practice professional communication
 - Each student must participate. Participation allows students to collectively exchange ideas about the issues and topics.
 - Students post should be 250 words. For full credit student must reply to two classmates with at least 100 words.
 - Responses should be substantive employing critical thought. “Me To” and “I Agree” are fine; but, need to be followed by critical thinking.
 - The discussion board is an additional learning resource. While social niceties (such as *Hello, how are you?*) are welcomed, non-academic discussions are not appropriate to the assignments, nor is communicating in text-speak.
 - Observe Internet etiquette (netiquette). Do not type in all caps (it’s considered shouting), avoid excessive sarcasm (it can be misunderstood), and be sure to put your full name at the end of all your postings.
 - If your postings are deemed inappropriate or not meeting expectations, I will let you know in an individual email and this may result in a lower grade.
 - On a new original post, use the subject line to clearly identify what the topic of your post is regarding. Do not leave the topic line blank or use a subject line of a previous thread if you are changing the topic. If you are replying to a fellow student, then you don’t need to change the subject as it is part of their original thread.
 - Questions regarding due dates, assignments, and other class structure or procedure matters will *not count* as postings and should **NOT** appear on the discussion board. Email Professor Hogan separately with those questions.
 - Pay attention to spelling and grammar when posting.
 - You are free to express personal opinions on the discussion board, however, they must be stated as opinions (e.g., I feel this way because..., I believe this to be the truth because...) and please do **NOT** represent your opinion as a fact.
 - Inflammatory, rude, or pointless posts will result in a zero for your discussion points. If I remove you from the discussion board due to ongoing noncompliance, you will not be offered an alternative assignment to improve your grade.
 - Students are expected to be aware of the differing views of your fellow students, and to be open to others’ views. Remember, you may very likely be in training with these people and/or working with them someday. Don’t burn a bridge now that you’ll need to cross later!!

Learning Support Services

Learning Support Services provides students with academic support through tutoring, library services and resources. Tutoring is offered in most academic disciplines including math, science and coursework specific to each campus. Online tutoring is offered through Smarthinking and can be accessed through Atlas. Assistance with library research can be accessed in person or online through Atlas. Students also have access to resources such as calculators, laptops, iPads, group study rooms and quiet study rooms within the Learning Support areas. For campus specific information, please visit the college-wide Learning Support Services website at <http://valenciacollege.edu/learning-support/>.

Learning Module	Week(s)	Assignments Discussions
Module 1	Jan 7 – Jan 15	Orientation Quiz Introduction Discussion Personality Inventory Read Chapter 1
Module 2	Jan 16- Jan 22	Career Project Part 1 “Who Am I?” Reflection paper Read Chapter 5
Module 3	Jan 23 – Jan 29	Discussion Board Activity 1st Exam (Chapters 1 and 5)
Module 4	Jan 30 – Feb 5	Read Chapter 2 Career Project Part 2 “Where am I going?” (Interview with Health Care Professional Co-Curricular Activity)
Module 5	Feb 6 – Feb 12	Read Chapter 4 Discussion Board Activity 2 nd Exam (Chapters 2 and 4)
Module 6	Feb 6 – Feb 12	Read Chapter 3 Elder Interview and Paper (Co-Curricular Activity)
Module 7	Feb 13 – Feb 19	Read Chapter 6 Discussion Board Activity 3 rd Exam (Chapter 3 and 6)
Module 8	Feb 13 – Feb 19	Read Chapter 7 Article Critique Paper Career Project Part 3 “How do I Get there?” Education/Financial Plan (Co-curricular activity)
Module 9	Feb 20 – Feb 27	Read Chapter 9 Discussion Board Activity 4 th Exam (Chapters 7 and 9)
Module 10	Feb 20 – Feb 27	Read Chapter 10 5 th Exam (Chapter 10) Career Project 4 “Final Reflection Paper”

Next we get into the assignment specifics.

INSTRUCTIONS FOR CAREER PROJECT: Who am I? Where am I going? How do I get there?

<http://valenciacollege.edu/careercenter/>

Don't think you have to do these in order (with the exception of the last paper which is your summary). You have to turn them in sequentially (1, 2, 3) but the work can be done any time. In fact, it takes some time to find an interview candidate. Start early! And meeting with an advisor takes time to get an appointment. You could do that at any time, also.

Part 1: Who Am I (50 points): Turn in printouts/notes/reflection paper by due date in syllabus. APA format

1. Refer to the results in your Personality Test and the Interest Inventory test you took (These are the first two assessments under "Assessment" at the MyPlan link.
2. Use the Career Center resources and the Internet (oh, please not Wikipedia!) to conduct research about website inventory items that match and those that do not match the health career you are thinking about. Then select an alternative career suggested by the website that matched your interests and personal characteristics and conduct research to determine what about this job does or does not appeal to you. Your research should include job descriptions, salary expectations, education required, job outlook etc. about **both** professions you choose. Research and citations must come from two separate sources other than the personality test and the Interest Inventory. This forms the basis of your overview of the Plan A career field you are thinking about, and a backup plan should Plan A fall through.
3. Reflection paper: Typed (12 point font), Times New Roman (TNR), double-spaced, black ink, 2 page personal reflection paper that synthesizes your research. Compare the inventory results to what your health career research indicated. Contrast this to the alternative career you selected. What conclusions can you draw from this personal career research? Do you think this is the right career choice for you? Do you agree with both the inventory results? Why/why not?
4. Use **APA format** (see resources under Web Links in Canvas to cite your sources and include a References Page.
5. Refer to the Rubric as your guide to success. That's what I will use to grade your work.

Part 2: Where Am I Going? (50 points): Turn in an Interview (questions followed immediately by the answers) with a Health Professional and a reflection paper by the due date on the calendar. You need to identify and contact someone in your field of interest to arrange an interview. Don't wait till the last minute for this. Start early!

1. You must select and contact a professional in the health field you are considering. Use interview questions in appendix.
2. Complete the interview.
3. Turn in the typed interview: **Type out the question followed by the answer.**
4. Reflection paper: Typed (12 point font), Times New Roman (TNR), double-spaced, black ink, 1-2 page personal reflection paper. Tell about your reaction to the interview (positives and negatives). Did the interview help you find out more about how successful you would be in this career? Are you going in the right career direction?
5. Refer to the Rubric as your guide to success. That's what I will use to grade your work.

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Part 3: How Do I Get There? (50 points): Complete an Education Plan and reflection paper by the due date in the syllabus. APA format

1. By the due date, Complete the Atlas My Education Plan (MEP) on <http://valenciacollege.myplan.com/> NOTE: if your “MEP” isn’t working out, then pull your unofficial transcripts from Atlas and find the program planning guide for Valencia programs and create your own plan—what you’ve taken, what you need to take, when you can take it <http://valenciacollege.edu/west/health/admissionupdates.cfm>
2. Meet with a Valencia counselor in student services or a career program advisor for health professions who will review it with you.
3. Suggestion: Go to the My LifeMap tab in Atlas for hints and more information. Because health care degrees are limited access, you will need to contact an advisor to set up your education plan. Plan accordingly and make an appointment early! 407-582-1288, Health Science Advising.
4. Reflection paper: Typed (12 point font), double-spaced, Times New Roman (TNR), black ink, 1-2 pages. Are you on the right education path to reach your career goal? Include in your discussion any real and perceived obstacles, and what your strategy is for achieving your educational goals. How’s your timeline for taking classes and getting ready to apply? Is your GPA competitive? Do you have options if your education plan gets side tracked? What’s your Plan B if you can’t get in your program for a long time, or...if your chances are slim to zero of getting in at all? Is Valencia the only place you where your program is offered? Are you interested in a program at another college? If so, what’s your plan to apply there?
5. Refer to the Rubric as your guide to success. That’s what I will use to grade your work.

Part 4: Summary Reflection Paper (50 points): Submit your Reflections by the due date in the syllabus. APA format

1. Reflection paper: Typed (12 point font), double-spaced, Times New Roman, black ink, 1-2 pages. Include in your discussion a) what you have learned about yourself from this assignment, b) what kinds of people are successful in the health career you are considering and, c) your self-reflection on how well-suited you are for this career and if you are on track to get there. This paper pulls all your previous papers together. There may be some overlap.
2. Refer to the Rubric as your guide to success. That’s what I will use to grade your work.

Next the project grading rubrics.

Part 1: Who Am I?

CRITERIA I'M LOOKING FOR IN YOUR PAPER	EXCELLENT!	VERY CLOSE BUT SLIGHT ISSUES (Variable)	NEEDS MAJOR REVISION/MISSING/NOT COMPLETED
1. Reflections from chosen career and alternative career	10 Points		0
Research Requirements			
2. Source of Information a. Documentation on target career and cite	5 Points	N/A	0
b. Documentation on alternate career and cite source of research	5 Points	N/A	0
Reflection Paper Requirements			
3 a. Typed, double-spaced	YES? 4 Points		0
b. 2 pages, TNR font	YES? 4 Points		0
c. APA	Yes? 10 Points	5	
d. Compare and contrast	YES? 6 Points	3	0
e. Conclusions	YES? 6 Points		0
f. On time	YES?	After due date, see special instructions.	N/A

Part 2: Where Am I Going?

CRITERIA I'M LOOKING FOR IN YOUR PAPER	EXCELLENT!	VERY CLOSE BUT SLIGHT ISSUES (Variable)	NEEDS MAJOR REVISION/MISSING/NOT COMPLETED
1. Typed interview in proper format	YES? 20 Points		0
2. Reflection Paper Requirements			
a. Typed, double- spaced	YES? 4 Points		0
b. 2 pages, TNR	YES? 4 Points		0
c. Reactions to interview	YES? 6 Points	3	0
d. Discussion: In what ways did the interview help your career decision?	YES? 6 Points	3	0
3. APA	YES? 10 Points	5	0
3. On time		After due date see special instructions	N/A

Where Am I Going? Interview Questions

1. Why did you choose this health field?
2. Did you have another career before you went to school to become a _____? What was it like to change from one career to another?
3. Where did you go to school for this job? What was the hardest part of school for you?
4. What is a typical workday like? Do you have a lot of overtime? (If yes, How is overtime scheduled? Do you have enough notification so you can adjust your schedule at home, etc.?)
5. Do you work under a lot of pressure in this job? (If yes) Can you give me an example of a typical high-pressure situation?
6. Do you ever find it hard to turn-off work at home and enjoy a personal/family life?
7. What kinds of professional development opportunities are there in this field? Can a person move up in this career?
8. Do you see this field as growing and expanding? Can you give me examples of why you think this is happening?
9. Is this a secure field? Can you give me reasons why you think this is true?
10. Does this job give you the challenges you need to stay interested in this field?
11. Do you see yourself doing this job for the rest of your work life? Why (or why not)?
12. I am a person who needs a lot of _____ on a job. Does this career field provide that for a person like me?

Part 3: How Do I Get There?

CRITERIA I'M LOOKING FOR IN YOUR PAPER	EXCELLENT!	VERY CLOSE BUT SLIGHT ISSUES (Variable)	NEEDS MAJOR REVISION/MISSING/NOT COMPLETED
1. Discussion of Education Plan and counselor suggestions	YES? 20 Points		0
2. Reflection Paper Requirements			
a. Typed, double- spaced	YES? 4 Points		0
b. 2 pages, TNR	YES? 4 Points		0
c. Real or perceived obstacles	YES? 6 Points	3	0
d. Strategy for achieving educational goals	YES? 6 Points	3	0
3. APA	YES? 10 Points	5 points	0
4. On time		After due date see special instructions	N/A

Part 4: Summary Paper

CRITERIA I'M LOOKING FOR IN YOUR PAPER	EXCELLENT!	VERY CLOSE BUT SLIGHT ISSUES (Variable)	NEEDS MAJOR REVISION/MISSING/NOT COMPLETED
1. Reflection Paper Requirements			
a. Typed, double- spaced	YES? 5 Points		0
b. 2 pages, TNR	YES? 5 Points		0
c. What you learned about yourself	YES? 10 Points	5 points	0
d. Who is successful in this career	YES? 10 Points	5 points	0
e. Self-reflection	YES? 10 Points	5 points	0
2. APA	YES? 10 Points	5 points	N/A
3. On time		After due date see special instructions	N/A

Writing Critiques

by Susan Katz and Jennie Skerl, Rensselaer Polytechnic Institute

When college professors ask you to write a critique of a text, they usually expect you to analyze and evaluate, not just summarize. A summary merely reports what the text said; that is, it answers only the question, "What did the author say?" A critique, on the other hand, analyzes, interprets, and evaluates the text, answering the questions how? why? and how well? A critique does not necessarily have to criticize the piece in a negative sense. Your reaction to the text may be largely positive, negative, or a combination of the two. It is important to explain why you respond to the text in a certain way.

Step 1. Analyze the text

As you read the book or article you plan to critique, the following questions will help you analyze the text:

- What is the author's main point?
- What is the author's purpose?
- Who is the author's intended audience?
- What arguments does the author use to support the main point?
- What evidence does the author present to support the arguments?
- What are the author's underlying assumptions or biases?

You may find it useful to make notes about the text based on these questions as you read.

Step 2. Evaluate the text

After you have read the text, you can begin to evaluate the author's ideas. The following questions provide some ideas to help you evaluate the text:

- Is the argument logical?
- Is the text well-organized, clear, and easy to read?
- Are the author's facts accurate?
- Have important terms been clearly defined?
- Is there sufficient evidence for the arguments?
- Do the arguments support the main point?
- Is the text appropriate for the intended audience?
- Does the text present and refute opposing points of view?
- Does the text help you understand the subject?
- Are there any words or sentences that evoke a strong response from you?
- What are those words or sentences? What is your reaction?
- What is the origin of your reaction to this topic? When or where did you first learn about it? Can you think of people, articles, or discussions that have influenced your views? How might these be compared or contrasted to this text?
- What questions or observations does this article suggest? That is, what does the article make you think about?

Step 3. Plan and write your critique

Write your critique in standard essay form. It is generally best not to follow the author's organization when organizing your analysis, since this approach lends itself to summary rather than analysis. Begin with an introduction that defines the subject of your critique and your point of view. Defend your point of view by raising specific issues or aspects of the argument. Conclude your critique by summarizing your argument and re-emphasizing your opinion.

- You will first need to identify and explain the author's ideas. Include specific passages that support your description of the author's point of view.
- Offer your own opinion. Explain what you think about the argument.
- Describe several points with which you agree or disagree. For each of the points you mention, include specific passages from the text (you may summarize, quote, or paraphrase) that provide evidence for your point of view.
- Explain how the passages support your opinion.

Source of information: Rosen, Leonard J. and Laurence Behrens, eds. *The Allyn & Bacon Handbook*. 1994.

Available <http://classweb.gmu.edu/WAC/iteguide/critiques.htm>