

Click here if you want to see this example without being able to click on each Requirement

The example uses the name for the student as Ana Joy, with the student:

- Doing the Unit 1 Video Form
- Being in the MWF 12 PM class
- And doing the video with the title Worlds Transformed.

Ana Joy, Unit 1 Video Form, MWF 12 PM

Click [here Its Requirements](#)

Exact Title of the Video

Click [here Its Requirements](#)

Worlds Transformed

In Chronological Order, Three Facts That Are Representative of the Content in the Video

- Facts in time order—the earliest of the 3 facts must be first and the rest in exact time order (##:##)
- Fact in your own words or, if you use an author’s words, you must use quotation marks correctly (##:##)
- Fact ... (##:##) <This is what double spaced looks like.

Three Facts from the Video that Every 1st Year College History Student Should Know

- Fact in your own words or, if you use an author’s words, you must use quotation marks correctly (##:##)
- Fact ... (##:##). < This is what Calibri 11 looks like.
- Fact ... (##:##).

How to Do Your Video Form – These Are Requirements That Determine Your Grade.

Cautions:

- These videos can be addictive. They are beautifully done, but keep a balance so you do your other assignments.
- All Requirements have a number (and some also have a to c or a to d).
- The rubric is specific to videos and grading happens with that rubric.

Tip: These Requirements are clearer with an example, and examples cannot cover everything. Use these Requirements **together** with the example. Click [here for an example of how your form should look](http://www.cjbibus.com/Example_of_Visual_Form.pdf). Link Address: http://www.cjbibus.com/Example_of_Visual_Form.pdf

1. Required Top Line of the Visual Form

In **1 row** across the **top line**, consisting of:

- Your first and last name
- The words Unit # Video Form (with the # being either for Unit 1, Unit 2, or Unit 3)
- The words TT 8 AM, TT 10:50 AM, MWF 11 PM, or MWF 12 PM

2. 3 Required Headings That You Copy Exactly and You Answer Specifically

a. Exact Title of the Video

Begin the title where the letter B is in this line.

Click [here and look for yellow to see how to recognize the title of a video](http://www.cjbibus.com/Title_Highlighted_in_Yellow.png). Link Address: http://www.cjbibus.com/Title_Highlighted_in_Yellow.png

b. In Chronological Order, Three Facts That Are Representative of the Content in the Video

- Place the fact about the earliest event in the first bullet (Required citation).
- Place the fact about the middle event in the second bullet (Required citation).
- Place the fact about the latest event in the third bullet (Required citation).

Tip: Merriam-Webster Online Dictionary defines **representative** as “serving as a typical or characteristic example.” Do not cherry-pick or embellish your examples. (See the Evidence Quizzes for those words.)

c. Three Facts from the Video that Every 1st Year College History Student Should Know

- Place your first carefully chosen fact so its significance is clear (Required citation).
- Place your second carefully chosen fact next (Required citation).
- Place your third carefully chosen fact last (Required citation).

3. Required Citation

The transcript provides a time for all sections so you can easily communicate where your information is from. Use the transcript as the source for the citation and use parentheses—()—to identify it. Requirements:

- **Caution:** facts in your own words also require citation, not just quotations.
- **Caution:** Citation is required for the facts under both the **second** and **third** heading.
- Citation for a fact always go **after** the fact.
Example: Your fact in a sentence (03:40).

- If you have two sentences each with a fact, the citation goes **after** each fact.
Example: Your fact in your first sentence (02:30). Your fact in your second sentence (09:50).
- If you have **two** facts in **one** sentence, the citation goes **after** each fact.
Example: A sentence that compares 1 place (13:40) with another (14:40).

4. Required 5 Good Habits for Evidence with the Video Form, Not Just Formal Writing

Refresh your memory on [the 5 Good Habits for Evidence](#) but notice that there is one row of the rubric that is different now. Link Address: http://www.cjbibus.com/Evidence_Quiz_4-The_5_Good_Habits_for_Evidence_and_Its_Rubric_and_How_Both_Can_Help_YouFORVideos.htm

Caution: Probably unlike every class where you have written before, I can **tell—and prove—easily** if you misread, assumed, plagiarized, half-copy plagiarized, embellished, cherry-picked and every other word in the rubric.

How is that so? Because I have the sources that you were supposed to use sitting right in front of me.

If you do not follow one of the Good Habits for Evidence, I will write its number in the left margin and sometimes a brief phrase. **Tip:** never try to be exciting. Be useful and true.

5. Required Good Habits of Working

Save yourself from misery:

- Save your file in case you have to redo something. **Tip:** if you get the format correct in the first file, then start with the file to do the Unit 2 Video Form and later the Unit 3 Video Form.

Save yourself from lost points. Do these things:

- Proof your work before you submit it.** What does proof mean?
Compare side by side your paper and your video source to be sure all of these are correct:
 - transcript numbers
 - facts
 - names
 - quotations

Guys, develop habits of work to match the way you want to be paid.

- Proof the appearance of your file.**
 - If you are inexperienced with files, you may change **everything** without meaning to. Compare your file with the example provided. If it does not match, fix your file. If you need help, ask before the day it is due. Click [here for an example of how your form should look](#). Link Address: http://www.cjbibus.com/Example_of_Visual_Form.pdf
 - Even if you are experienced, you can have problems if you copy in information from a different file. **Example:** If you copy words from the transcript, your computer may apply a different sized font and spacing. To avoid problems, when you copy text for a quotation, change it immediately to 11 point Calibri.
- Be brief and most certainly keep any quotation very brief.**

6. Required Format for the Video Form (and Also for Formal Writing Work)

Do each of these things.

a. Font	11 point Calibri font
b. Length	Never more than 1 printed page
c. Margins	1" on the left and .5" on the right (FYI: I need those margins when I grade.)
d. Spacing	Double-spaced
