

1. Check in the ✓ **column** which habits you want to change. **Caution:** you need to practice habits long before they are required—so they are natural and so you can recognize when someone expects something different from your past.

If you need help, ask **before** the videos are due. I will **try** to stay after class on the 1st 2 days of December.

2. Do what the 3rd column says when you do **BOTH** Unit 2 and Unit 3 Video Forms.

3. Turn this form **on top of BOTH** 2 Video Forms on the date in the Announcements. **Cautions:** You do **not** want to finish your Video Forms until you get your paper and understand your errors. If you turned it in early and you were not perfect, you want to ask for it back.

4. The points below—if earned—will be in a separate grade next to your Writing-#1 or Writing-#2 grade.

| ✓ Points | Your Habits You Want to Change | What You Do in Your Unit 2 and 3 Video Forms |
|----------|--|---|
| Up to 15 | Did not do footnotes correctly (I will show you in the student paper.) | Instead of the () for citations, you do footnotes correctly for your citation of the spot in the video. You must cite everything—and correctly . No opinions. |
| Up to 10 | Did not do the correct title on your paper-format or you even changed the title! I will tell you in class how to add this to an existing form. | Do exactly the correct top line of the Video Form and exactly the 3 headings. Not doing this you will also make a low grade on the Video Form. |
| Up to 10 | Did not use the required margins, font, double spacing, and length. | Look them up in the Common Requirements and be sure you are right. Print to see if looks like my example. |
| Up to 10 | Caution: If you went to the Internet and you have in your paper information nowhere in the primaries or the textbook, do not do the other offers unless you also do this offer. You will not get points for them! If you have this bad habit, this would be a very smart thing for you to do. If you believe I am incorrect in my questions such as “where is this from?” see me. Everyone can be wrong, including me. | Make snippet(s) of what you used from the Internet, including the exact URL(s) . On average, from the words you used I can find your URL in under 5 minutes. Note: This is not a trap. This time I will not enter the 0 for the whole 100-point assignment as the syllabus says I will . I do need for you to realize that copying from the Internet is not safe: <ul style="list-style-type: none"> • With a prof or boss who knows his or her field of knowledge will recognize that the language could not be a 1st year student’s or even immediately recognize the source • With a prof like me who grades with the same sources in front of me that you are supposed to use can prove this cheaply Why would I do this? So you do not get destroyed in your future by falsely believing that you cannot be caught. |
| Up to 10 | You “half-copy” plagiarized and did not put “” around the author’s word. | Use words from the transcription but without this error. |
| | You quoted but you either made the author’s words look grammatically incorrect or changed the author’s meaning. | Use words from the transcription but without these errors. |
| Up to 10 | You assumed the author believes what you do. | Use words from the transcription but without assuming anything . |

Re the last one: My guess is some of you did not pay attention to sources and requirements—to be blunt—because you assumed your boss, prof, or customer would not pay attention. Now you know **some Profs will** and, if they grade how I do, they can prove it fast. On the other hand, bosses and customers will **always** pay attention if they lose money—and since your paper proves what you said, you will be in trouble. Avoid assumptions.