**HDFS 240 - Documentary Review Instructions**

It is ***imperative*** that you read and follow these instructions.

When attempting to submit a review, if you are having ANY TYPE OF TECHNICAL PROBLEM, here are a few tips:

1. Close and re-open your browser;
2. Switch browsers; or
3. Clear out your cookies, cache, and temporary files.

My recommendation to you is to follow these instructions [http://www.wikihow.com/Clear-Your-Browser's-Cache](http://www.wikihow.com/Clear-Your-Browser%27s-Cache) and clear your cache before you attempt to submit each review. These instructions can also be applied to cookies, temporary files, etc.

If none of these suggestions help and you still cannot get your review submitted, DON'T e-mail me or the GTAs as this is the extent of our technical knowledge. You need to contact the OSU computer HelpDesk here: <http://is.oregonstate.edu/accounts-support/och>. You may want to take a look at their availability because it is definitely NOT 24-7. Remember, if you cannot get it submitted, I WILL NOT accept it past the late submission date nor will I accept it via e-mail. This is just another reason why it helps to plan ahead.

Important submission details:

* It is your responsibility to make sure your assignment has been submitted correctly into Canvas. No special accommodations will be given if you contact me after the due date and say that there was a problem with the submission.
* Each documentary review is due at **11:58pm** on Sunday night. Any submission past that time (even at 11:59) will be considered late.
* Assignments are allowed up to 24 hours late and will receive an automatic 50% deduction in points.
	+ Additional points will be deducted for incorrect/incomplete answers and spelling/grammar issues.
* Each assignment tab will close at 11:59pm on the Monday immediately following the due date. No assignments will be accepted after that time, **for any reason**.

**I RECOMMEND THAT YOU INCLUDE THE QUESTIONS IN YOUR SUBMISSION**. This is an excellent way to make sure you have answered all parts of the assignment. You **DO NOT** need to include any introductory information at the top of each documentary review. NO name, NO ID#, NO class name, NO documentary name, NO assignment name, NO date, etc. Canvas tells us all of this information.

Please write your assignment in a question-and-answer format, not an essay. Put the number for each question, include the text of the question, and then write your response.

Each documentary review must be written in APA style, which means using **Times New Roman 12-point font** and it should be **double-spaced with 1” margins.** Each review has three questions; each question is worth 5 points. Additional points are awarded for writing proficiency, proper use of APA style, and detailed connections to the textbook. All documentary reviews are worth a total of 20 possible points. As a general guideline, each review should be **2-3 pages** in length, not including any text that is copied from the assignment questions. While there is not a minimum page requirement, to earn an A (between 18 and 20 points), you should expect to write 2.5 to 3 pages because that is the amount required to address all of the questions in adequate detail.

* Make sure to review the grading rubric before you submit your assignment so that you understand the expectations. **Simply answering the questions will not earn you full points.** You need to answer the questions in an exemplary fashion, make detailed connections to material covered in the textbook, and use proper APA style with minimal writing issues.
* In general, each question response should be at least 2 full paragraphs long. Make sure to answer every part of each question.

You **must** include a proper APA style in-text citation (including page number) for any material that is covered in the textbook, but you do **not** need a full reference at the end of your assignment.

If your answers are too short OR too long, you will not earn full points. Answers that are too long are just as bad as ones that are too short. Answers that are too short indicate a lack of effort and engagement. Answers that are too long are usually the result of the writer rambling while having trouble getting to the point.

In addition to **running a spelling and grammar check** to be sure you have used complete sentences, and proper punctuation and capitalization, **I strongly recommend that you have someone else read your responses and/or that you read it aloud to yourself.** This will help you identify errors that spell and grammar checks don’t pick up. You will lose points for spelling or grammatical errors as well as incomplete and run-on sentences, as those things make the responses very difficult to read. Furthermore, the presence of such errors suggests a lack of effort or desire on your part to submit a worthy writing product.

Within 2 weeks after each documentary review is due, you will be able to check your scores on Canvas at the Grades tab.



When at the grades tab, you can click on each icon under “Details” to view **Comments**, **Rubrics**, and **Score** information. Additionally, there may be inline comments made by your assigned GTA. To review inline comments, click on the assignment name (i.e. Assignment #1), then select the spyglass icon to view your paper submission and any inline comments.