

TERMINOLOGY HANDOUT

Sharing Knowledge with Colleagues



Requirements

- 1) **Three or More Key Quotes from the Textbook (cited with page number in MLA):** The textbook is your first stop to understanding the term. Choose short quotes to combine with your own explanation in a way that gets a key concept across, offering key details to define.
- 2) **Three or More Examples that Explain the Term:** Include examples from popular films that can be used to understand the term, including images when appropriate, including a description of how the example illustrates the term.
- 3) **Three or More Scholarly Resources for Further Reading:** What additional sources would be useful for someone wanting to learn more? For each, include an MLA citation and a quote from the source that adds to understanding of the term. The “further reading” section of the textbook is a good start in finding sources.
- 4) **Three or More Related Concepts:** Include three other terms/concepts that are related to or connected to your term to give it context. For these, be clear about how the term/concept is connected and offer definitions to explain.

Instructions

- 1) Choose a term and due date from the sign up sheet in e-learning.
- 2) Create a handout that fully provides a detailed definition for your colleagues in an easy to read, stylish form. The handout should be **no more than two pages in length**.
- 3) Submit your handout as a PDF in dropbox. Your handout will then be posted in a central location for ALL students to see and use to prepare for their final exam.

NOTE: Please **save your file as a PDF** so that it can be uploaded to the shared space (five points will be deducted for any format other than a PDF).

Make a Snazzy Handout

Consider the design/layout of your handout carefully, as the most successful handouts are not only eye-catching and easy to read, but offer quick, succinct information that your colleagues can scan and understand in only a few minutes. Make sure that you draw attention to your main ideas and consider spacing and design elements. Think about how you might use fonts, text boxes, bold or other format choices, headings, images, etc—these can be useful tools to create a snazzy handout that delivers content well and engages readers so that they can easily synthesize information. And use space wisely—you want as much information as possible in this small space!

Grading Expectations and Rubric Elements

- Clear and correct articulation of the definition of the term, including enough details and specifics to give a full understanding of the concept, demonstrating critical thinking.
- All key elements, including textbook quotes cited in MLA and additional resources with quotes that add to understanding.
- Clarity/Formatting of handout considers purpose and audience (engaging). Handout is visually appealing or “snazzy.”
- Examples fully and correctly illustrate the term and are easy to understand.
- Related concepts/terms show connection making and an understanding of big picture.