Weekly write-up: How to
From http://blogs.umb.edu/amandapotaszni/how-to-write-a-weekly-write-up/

- All write-ups must be submitted via blackboard: course materials > weekly write-ups > correct #
- If you are having difficulty with blackboard, please visit the IT help desk (Healey Library, 3rd floor) or visit the help site.
- Examples of good weekly write-ups can be found here. The rubric can be found here. Note that if you repeatedly make the same mistakes, or basic mistakes, the deductions for those issues will grow throughout the semester. These deductions may go beyond what the rubric stipulates for point values. Here is a summary of common writing mistakes that CS/IT285 students make.
- “Syntax” comments on your paper? Not sure how to avoid plagiarism? Visit the Umass writing center and sign up for free tutoring sessions.

☐ Choose a topic. Scan the news for a story that has something to do with the intersection of society and technology. If you are having trouble choosing a topic, you can select one from the list provided by the professor: useful links. Remember that the news event must be current (published within the last 3 months at the time you submit your paper). The story must be based on a NEWS event, not a review of a product, an opinion piece, or a general information page (i.e., a terms of use page for a website). Your paper should be an ethical analysis and not a how-to guide.

☐ Start writing: the paper should be in 12-point Times New Roman font, double-spaced, left-aligned (not justified), with normal (1", 1.25") margins. It should be at least one page long, not counting the heading, title, and references elements. The heading should be no more than 2 lines long and include your name and section number. You must include references in line (as you use the citations) and at the end of your paper.

☐ Gradually introduce your topic. Give background information and explain why this news has interesting ethical implications. Read critically: point out cognitive biases or logical fallacies present in the story, avoid them in your own analysis.

☐ Use at least one class term. Put the class term in bold for the first use; subsequent uses should not be in bold. Define it and apply that definition to your current topic. The term(s) should be one that has already been explained in class, but is not limited to the previous week’s notes (i.e., you can use “deontological” as a term even for WW6 if you correctly define and apply it). You can use the same class term in multiple write-ups, but try to avoid using the same term over and over again. A list of all class terms that may be used can be found on the class site.

☐ Provide multiple points of view - more than just your own interpretation of the news. Justify the reasoning behind each view.

☐ Conclude with your own opinion and why it is the best approach to the topic. Yes, there are other viewpoints, but why does yours make the most sense?
□ DO NOT end the paper with a line similar to “I guess we will have to wait and see.” Your paper should have a clear argument with evidence behind it, not speculate on unknown issues.

□ APA citation format should be used. If you don’t know how to cite things, please do some research on your own. If you use material from outside sources without attributing it, you risk a 0 for your assignment due to plagiarism. Note that APA formatting applies only to citations. All headings must not exceed 2 lines (even though, for example, APA papers usually have a 4-line double-spaced heading). Any statistics or specific information in the write-up must have an in-line citation that connects to the References section.

□ Quotes of more than 40 words a) should be in a block quote, according to APA guidelines and b) are discouraged for this assignment. When a paper is only one page double-spaced, including an entire paragraph for someone else’s ideas is not advised.

□ Your paper should not include images. If you would like the reader to see a certain image, you can add a link to it in the text comment portion of the submission.

□ You can use multiple sources for write-ups; just make sure the main source was published less than 3 months ago. Secondary sources may be older.

Of course, cite outside sources. But also, regardless of your topic choice, papers must include citations for definitions/quotes that originated in our class.

I will allow this be done as a website citation rather than a powerpoint citation as a time-saving shortcut. Websites are cited this way in APA. You should include the class day number in the in-line citation. Generally, citing my slides in the reference section might look something like this:

In your essay:
If the social media site had even a single user in Europe, and were to sell users’ information to third party advertisers, they could be punished under the General Data Privacy Regulation, a law in the European Union that restricts such data sales (Potasznik, Day 5).

In your works cited section:

If you elected to purchase the textbook, you may also cite that as a source as opposed to my website and/or slides.

□ When you submit, the paper must be in either .docx or .pdf format and uploaded to the correct folder on blackboard (course materials > weekly write-ups > folder). Note that blackboard allows for other file types (.rtf, cloud links, etc.), but those are not accepted for this class. The grader can only comment on the paper itself if it is in the correct format.

□ There are no exceptions to stated policy or make up attempts granted for plagiarized papers. You will receive a 0 at the very least if you copy work from another source and submit it as your own.
You are permitted 2 submission attempts for each write-up. If you use both, your first submission will receive a 0 and the grade from the 2nd submission will be recorded. If your first submission is graded, you may not use your second submission (if you do, it won’t be graded). Even if the first submission is on time, if the second submission is submitted late, late deductions will apply. Please check to make sure you are uploading the correct documents.

Please check the examples of weekly write-ups available for review on the class site.

A note on corrupted/unreadable files: As CS/IT students, you probably know that corrupted files are very rare in the wild. Sites and methods that corrupt files intentionally, however, are not rare at all. Some students have decided that they should submit corrupted files in order to buy more time to complete write-ups (and in some extremely unfortunate cases, final papers). YOU are responsible for uploading your files correctly. If you make a mistake and contact me within a reasonable amount of time, I can manually clear attempts so you may try again. Leaving corrupted files submitted and only addressing it when you receive a 0 for the grade will not grant you the same (or any) leniency.

All write-ups, even late ones, must be submitted on Blackboard. No emailed write-ups will be graded. There are no exceptions to this rule.