

Source: [\[KB20200824100104\]](#)

- **Don't have late work**

Late work: email 1 class period before the new due date + no more than 3 days after new due date

- **Canvas Rules**

- Make sure announcements => Notify me right away
- Assignments are due at the beginning of the class, and not 11:59 PM, of each day
- HW Readings are in the Google Drive

- **Homework**

- Reading's on Google Drive
- Signposts should be added, but annotate on your own
- Read for:
 - *Facts*: skim + note the general idea and location
 - *Concepts and claims*: read to see what the author is proving
 - *Questions*: track any questions that come to mind as you are reading. Feel free to use #why in the Taproot.
 - What are the flaws in the argument?
 - Anything unclear, poorly defined, poorly supported?
 - Blindspots in the facts being presented
- Write short summary in the front of each reading:
 - 3 facts
 - 2 key concepts + claims
 - 1 questions
 - ...and a table of contents
- Each class will share the 3-2-1

- **Zoom**

- Video on when talking
- Video on when in BR
- Video on during class discussions
- Monitor your own focus levels

- **BR Slides**

- Where notes are taken
- Probably good idea to have a designated a note taker
- Random things may be pasted for advice