PST 101 Newsletter Module 1

*Consider this newsletter to be part of the instructions for Module 1. You will find helpful hints that will save you points. Review your module using the newsletter as a guide.*

General Suggestions:

* **AVOID LOSING POINTS ON FORMATTING AND GRAMMAR.** Refer to the Module Formatting Tips in the Module 1 tab on the website. Make sure you triple-check your writing, grammar, and formatting. Then check it again.
* **START YOUR MODULE EARLY** so that you have plenty of time to proofread and look it over.
* Consult your TA whenever you have questions.
* **WHEN IN DOUBT, ALWAYS CITE IT!** Make sure to cite everything unless specifically told not to.
* **FOLLOW DIRECTIONS.**
* Always refer to *Public Policy: Skills in Action* when working on exercises.
* Answers should NOT be in **bold**. (Only bold the part indicated in the Skills Win exercise.)
* Except for states, do not use abbreviations without explaining them. For example, if you write “the American Civil Liberties Union (ACLU)” you can now use ACLU in the rest of the paper. Always include names and titles spelled out completely.
* Do not include the TPE in your final Module 1 paper. Your TA already has the grade for it and will insert the grade on the cover sheet for you.
* Modules are due at the beginning of class. After 12:45 PM, you will lose five points.
* Be as concise as possible. Get your point across.
* When asked for location, consider what the most precise answer will be. For a congressman, this will be a district. For nonprofits, this will be their headquarter’s location.

Newspaper Article Advice:

* Articles must be from an American newspaper that is in mass circulation.
* **Articles must date back no more than six months unless the exercise says otherwise.**
* Use at least one article for the entire module, but no more than seven.
* Television news channel websites do NOT count (ex. CNN.com).
* The Daily Orange does NOT count.
* The Huffington Post is NOT a newspaper.
* Only policies within the United States (and its territories) can be used for all exercises.
* When using a quote from a physical newspaper, create the in-text citation using the page you found it on (A-1, B-2, etc.). When using a quote from an online newspaper, cite it using the paragraph number.

Skills Win! Exercise:

* Take the test and answer the questions seriously. If you do this, you will lose no points and you will be a winner.

Exercise 1.1:

* Use citations!
* **1.1A**: Make sure to include the entire quote and cite it both internally and on the reference page.
* **1.1B**: Don’t forget, all newspaper articles must be no more than six months old
* **1.1B**: Don’t forget to include a full or partial quote from the article.
* **1.1B**: Your societal category should be one of the seven listed in the module. Do not stray from this list or create your own societal category.

Exercise 1.2

* **1.2A**: Make sure to include the entire quote and cite it both internally and on the reference page.
* **1.2B**: Use *Public Policy: Skills in Action* to distinguish between legislative, administrative, and judicial actions.
* **1.2B**: Clearly identify and describe the legislative, administrative, and judicial actions.
* **1.2B, 1.2C**: Make sure your articles relate to your societal category.

Exercise 1.3:

* **1.3A**: Use your own words to restate the policy; do not quote from the article.
* Refer to the definitions of player and stakeholder in  *Public Policy: Skills in Action.*
* **1.3B, 1.3C**: Justifications should only be one sentence.

Exercise 1.4:

* **1.4B**: Make sure your nonprofit organization is not a public interest group.
* If you are unsure of what a 501(c)(3) or 501(c)(4) organization is, look it up.
* **1.4C**: Make sure to include the geographic location.
* **1.4D**: Make sure the government official you choose has already been elected, not appointed or running for office. Pick someone realistic because you may have to contact him or her later in the course.

Exercise 1.5

* **Use only the APA guidelines on the PST 101 website.**
* Avoid online citation generators.
* Always double-space the reference page.
* List all references in alphabetical order.
* Remember a hanging indent when your references exceed one line.
* Remember to remove hyperlinks.
* Do not forget to cite *Public Policy: Skills in Action*.
* If you still have questions, contact your TA.