How to Prepare the Essay and Case Study Assignments

SBU 200 Students:

A. This course has three different types of assignments.

1. **Quizzes**: There are three multiple-choice quizzes in this course. The quizzes are “open textbook.” Read the questions carefully and choose the correct answer.

2. **Essay Assignments**: In Lessons 2, 5, and 8, you will read the section in the textbook chapter called “What Would You Do?” You will find specific questions pertaining to the reading at the end of the course lesson. Answer these questions in the form of a short essay.

3. **Case Study Assignments**: In Lessons 6, 9, and 12, you will read a specific case study (located toward the end of the textbook). You will find questions pertaining to the case study at the end of the course lesson. Answer the questions found in the lesson using a short essay format (NOT the questions at the end of the case study in the textbook).

B. Instructions for Essay and Case Study Assignments:

The purpose of these assignments is to demonstrate that you can apply your understanding of lesson concepts to the assignment. The questions for both the essay and case study assignments were specifically developed for this course.

The questions will ask you to complete one of the following:
(1) discuss and relate specific textbook concepts or terms to the case study, or
(2) identify concepts from the textbook to answer the question. The answer to each question should be at least a full paragraph or two in length.
If the question asks you to utilize concepts from the textbook to support your answer, the information can come from the case study chapter or previous chapters. This means that you need to find concepts in the textbook that support your answer and discuss those concepts.

All answers **must include** citations in APA format, including information found in your textbook. This helps your instructor know you understand and can apply the key concepts and ideas that you have read about. It will also strengthen your answer and show your instructor that you have done the reading and can apply the information. **Note:** Whether you quote the textbook directly, paraphrase, or summarize information from the text or any other outside resource, you must include a citation. Failing to cite your sources is considered plagiarism.

In addition, include the question above your answer. The answer needs to be written in essay format with an introduction, body, and conclusion. This format is to be used for each answer in the cases assigned to you. Also, clearly identify the textbook concepts, provide the page citation, define the concept, and apply it to the case study. Use examples of how the concept can be applied.