Lesson Plan for APA Style Workshop

SWABT's

- Apply basic formatting rules (font, margins, running heads, page numbers, cover page, references page) to a paper.
- Identify the information included in an in-text citation and place it in the correct location.
- Determine the order of parts in an APA Style reference (author, date, title, publication information).

Materials

- Handout packet
- Dummy paper
- Short throw
- Computer

Activities

1. Introduction
   a. Explain role
   b. What we're doing and why.
      i. Used in every course.
      ii. Don't lose points for silly reasons.
      iii. Three parts: formatting, in-text citations, references.
      iv. Going to take a pre-typed paper and as a class, put it into APA Style.
2. Go over sample paper.
   a. Point out running heads, page numbers, cover page, abstract, title, in-text citations, and references. Also note 12-pt Times New Roman font, double space, 1-inch margins.
3. Sent font and line spacing rules at the beginning using the fly-out menus.
4. Elect a mouse controller. Have the students go through each page and decide what needs to be done to make the dummy paper looks like the sample.
   a. Add a cover page.
      i. Title: Marketing and Technology
      ii. Name
      iii. Davenport University
   b. Add running heads
   c. Add a title at beginning of the paper
   d. Add a References page.
5. Ask what in-text citations are.
6. Watch in-text video.
7. Have students fill out the in-text practice sheet. Go over answers.
8. Have students pull out the three sample sources. Have them circle the information that they would need for their in-text citations.

9. Elect a typer. Have them put in the in-text citations into the paper.
10. Watch the order of parts video.
11. Have them do the order of parts exercise sheet. Go over answers.
12. Elect a typer.
13. Point out that the references are ordered alphabetically by author's last name. Have them determine what the reference should look like.
    a. Prompts: What should come first or next? How should it be formatted?
14. New typer for each reference. Add the rest of the sources.
15. Have students fill out the eval sheet.

If finish early:

Go over the APA Libguide. Show the Electronic References guide.