**Audio Essays**

Each week, you will record and submit a brief (not to exceed 5 minutes) audio essay in response to each of the prompts listed in the syllabus schedule. The goal of each essay is to demonstrate that you’ve thought about the homework, not just that you’ve read/watched/listened to it.

The audio essays do not need to be studio quality, but they should be clear, audible recordings. You may use any audio recording device you choose (laptop, smartphone, tablet, digital dictaphone, etc.). If you record on your laptop, you are strongly encouraged to use the freeware Audacity software (see web.audacityteam.org) to do so.

Audio essays will be graded holistically using a rubric.

Using the OneDrive Folder:

* Your professor will create and share a folder with you in OneDrive. You should upload all your Audio Essays to this folder before 3:00 on the due date listed in the syllabus.
* To access the folder:
* Go to office.com
* Sign in using your Manhattanville e-mail address and password
* From the grid of Microsoft Office apps, click on “OneDrive” to open your OneDrive folder
* In the left-hand menu, click “Shared.”
* Your folder should be listed there. If you do not see a folder shared from your professor, please e-mail me right away at [Elizabeth.Faber@mville.edu](mailto:Elizabeth.Faber@mville.edu).
* To upload your files, simply go to your shared folder, click “upload,” then select the file from your computer. Do not share each individual file with your professor. Files in the shared folder are already shared.
* **PLEASE** label your files Last Name Audio Essay # (e.g. Smith Audio Essay 8).

Content and Form Requirements

* State your name at the beginning of every essay. You can do a creative intro and outro like it’s a podcast if you like. ☺
* Speak clearly and confidently throughout the essay.
* Answer every question in the prompt and provide specific examples from the texts. Be sure to clearly state the text, author, speaker, and, if applicable, page number for every single text you discuss (just like citing in a paper).
* Write out the essay or detailed notes ahead of time so you don’t waste recording time looking for passages and stumbling through your ideas.
* Do not do any outside research, unless specifically directed to do so in the prompt.
* Each recording should be between 2 and 5 minutes.
* Listen to your files before you upload them! It’s tough to hear your own voice, but you want to make sure it’s audible and clear.

**Audio Essay Rubric**

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| Points | Evaluation |
| 10 | The student’s essay includes a thorough, well-reasoned response to every portion of the prompt and ample evidence from course material to support each claim. The essay is 3 to 5 minutes of clear, concise speech. |
| 9 | The student’s essay includes a thorough, well-reasoned response to every portion of the prompt and ample relevant evidence from course material to support each claim. The essay is 3 to 5 minutes and mostly clear/concise but may have one or two portions that include unclear or rambling speech. |
| 8 | The student’s essay includes a response to most parts of the prompt and some relevant evidence to support each claim. The essay is 2 to 3 minutes and mostly clear/concise but may have one or two portions that include unclear or rambling speech. |
| 7 | The student’s essay includes a response to at least half of the prompt but little relevant evidence to support the claims. The essay is 2 to 3 minutes but many portions include unclear or rambling speech. |
| 6 | The student’s essay includes a response to at least half of the prompt but little relevant evidence to support the claims. The essay is 1 to 2 minutes and mostly clear/concise but may have one or two portions that include unclear or rambling speech. |
| 5 | The student’s essay does not respond to the prompt but is relevant to course material more broadly. There is little to no relevant evidence to support the claims. The essay is 1 to 2 minutes but many portions include unclear or rambling speech. |
| 4 | The student’s essay does not respond to the prompt but is relevant to course material more broadly. There is little to no relevant evidence to support the claims. The essay is at least 1 minute and may have one or two portions that include unclear or rambling speech. |
| 3 | The student’s essay does not respond to the prompt and is only tangentially related to the course material more broadly. There is little to no relevant evidence to support the claims. The essay is at least 1 minute but many portions include unclear or rambling speech. |
| 2 | The student’s essay does not respond to the prompt and is only tangentially related to the course material more broadly. There is little to no relevant evidence to support the claims. The essay is significantly less than 1 minute and many portions include unclear or rambling speech. |
| 1 | The student’s essay has nothing to do with this class, but at least they recorded some sort of audio and turned it in on time. |
| 0 | The student did not submit the assignment. |