

Associate of Arts in Applied Humanities

Manual for Term A

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Term A, Start and End Dates

Term A starts on: 20 January 2025

It ends on: 15 March 2025

All work weeks start on Monday and end on 11:59pm on Sunday of that week.

There are no off weeks within the start and end of Term A. It's 8 work weeks in a row.

There is a two-week break between Term A and Term B. Term B starts on 31 March 2025.

Enrollment and Fee Schedule

Enrollment

To enroll, you must simply send us an email saying you agree to the description of the AA in Applied Humanities program. You'll receive the description in a separate email, sent to the same address as this manual.

Fee Schedule

For students beginning the program, the first three terms follow their own fee schedule:

Term A: \$100 must be paid by the end of term. An invoice will be sent sometime after the 5th work week of the term and must be paid before the end of the 8th work week.

Term B: \$100 must be paid by the end of term. An invoice will be sent sometime after the 5th work week of the term and must be paid before the end of the 8th work week.

Term C: \$100 must be paid by the end of term. An invoice will be sent sometime after the 5th work week of the term and must be paid before the end of the 8th work week.

And the accreditation fee for the first three terms, which is \$60 total per student, must be paid before the end of the 8th work week of Term C.

We set it up this way to favor the students as they take time to explore to see if the program is for them. If a student completes three terms and decide not to continue, they can withdraw then without paying the accreditation fee, which in this case is a retroactive fee covering the previous three terms (Terms A, B, C).

Once the student has completed three terms, then we assume the student is now fully committing to the program. So starting with the next new academic year, which always begins on 11 August for Ravenburn, both the term fees and the annual tuition fees will need to be paid up front, at the beginning of each term (for tuition fees) and at the beginning of each academic year (for the annual accreditation fee).

If there is any outstanding fee for any terms previous to 11 August, the student will be billed for these terms. This is primarily for students starting this program in September of their sophomore year.

Each student will receive a PayPal invoice to their email account, and they can pay the fee following the instructions of the invoice. They can pay the fee as guests on PayPal and do not need to have a PayPal account.

Overview of Credits and Grades

Credits

Each term you'll earn 5 credits. These credits will be awarded as a lump sum for your work in some of the following six areas: reading assignments, film assignments, writing assignments, speech assignments, reflective journaling assignments, and general-knowledge assignments.

We say some of the following six areas because a manual for a term might focus on just three or four types of assignments, not all six. So the overall plan is for you to earn credits in all of these areas over time, but not necessarily every term.

Remember that for every term, all the assignments work together to advance our four core goals for the program. These goals are rounded thinking, empathetic interaction, better communication, and self-directed learning strategies.

Credits Ratios

Each assignment listed in the work portfolio below will have a credit ratio. This is the amount of the total 5 credits that that particular assignment is worth. If you completely fail to do an assignment, the total number of credits you will earn will be fewer than 5, as we cannot grant you credits for work you've not done.

Grades

The grading is wholistic because the assignments themselves, while they are listed individually, are all acting together for the sake of these four goals.

To grade your work, your mentor or assessor will simply gain a sense of your involvement through contact with you (email, text, messaging, or streaming), by looking at your progress reports, and by your learning portfolio, which you will submit at the end of the term.

If your mentor gets the sense that your overall grade for the term is not going to be an A (4 in the GPA scale), they will discuss their concerns with you during the fifth week of the term so that you have time to improve your work.

Ravenburn uses the GPA scale (Grade Point Average):

A = 4 A- = 3.6 B+ = 3.3 B = 3 B- = 2.6 C+ = 2.3 C = 2 C- = 1.6 D = 1 F = 0

Grade Ratios

Each assignment will have a grade ratio. If you are late in submitting an assignment, or if the assignment is poorly done, the overall grade of you will receive for the 5 credits will be lowered accordingly. So while you will receive a total of 5 credits because you've submitted all the work, you may not receive an A (4 in GPA).

How to Submit Assignments

Blanket Submission

There is one big item you will submit every term. That is the Work Portfolio, Part 2. This list of questions must be copied/pasted into an email or a file, the questions need to be answered, and it all needs to be submitted by the end of the last day of the eight work week.

Work Portfolio, Part 2 is considered a blanket submission for all the assignments in the term. So if you are working on an assignment in, say, work week 2 and it needs to be done by the end of Sunday of that second work week, all you have to do is make sure you actually finish it by then. You don't have to submit that particular assignment to your mentor as a file or anything like that. Just do it on time. Then in Work Portfolio, Part B you will affirm that you had it done on time, and you will get credit for it when the term ends.

To submit Work Portfolio, Part B, all you need to do is send it as an email to your mentor. They will review it and based on what they see, they will assign an overall grade to the five credits of the term.

Partial Submission

During the first four work weeks, you will have to send your mentor an email letting them know that you've completed the work for that week. You don't have to send in the assignments because often you won't have any actual thing to send in as many assignments are simply you listening, watching, reading, etc.

These emails are what we call progress reports, and they are designed to help you develop good habits of time management. They will be listed as part of the assignments, so that is why we call these emails "partial" submissions.

The fact that you have to send in this email every work week for the first four will be clearly marked in the actual assignments.

Special Submission

Every now and then, there will actually be an assignment that you will have to submit as a separate file. This could be an essay or a speech video or a picture of a journal page or something like that. And you may have to submit it before the end of the term.

Whenever there is something like this in the list of assignments, it will be clearly marked that you have to do a special submission, and the due date will be equally clear.

Attendance and Late Work

Attendance

For us, attendance is reflected in the way you and your mentor have meaningful and regular contact. Here's the minimum contact requirements:

- 1) One live interaction of at least 15 minutes sometime during the third or fourth work week of the term. This can be a phone call or a stream session via computer or phone. (You don't have to have this every week, just once during the two-week spread.)

- 2) A second live interaction of at least 15 minutes sometime during the sixth or seventh work week of the term.
- 3) Four short progress reports emailed to your mentor during the first four work weeks. This is one progress report per work week.
- 4) The submission of Work Portfolio, Part 2 at the end of the eighth work week.

Late Work

In our interest in helping you develop extraordinary habits of punctuality and time management, we do ask you to be on time with your work.

Here are the guidelines:

- 1) If you miss a phone call, please return messages within 24 hours.
- 2) Please return email within 24 hours.
- 3) Please return texts or messages within 24 hours (ideally, within 12 hours).
- 4) If a progress report is submitted late, a tenth of a GPA point will be deducted from the total grade of the term. If it is never submitted, a fifth of a point will be deducted.
- 5) The Work Portfolio, Part B must be submitted on time for no penalty or within the next week (the break week) for an overall penalty of 1 GPA point. It will not be accepted at any point on or after the day that the next term begins.
- 6) There are plenty of legitimate reasons you may be late with your work. Please talk to you mentor as soon as you realize you may be late with your work. If your mentor feels the reasons are adequate, they should not penalize late work, as long as both of you agree on a new due date and you meet that new date.

Collaboration with Others

With Other Students

We strongly encourage you to collaborate with other students that are themselves doing the program. This can help you with the work load and it can also help you form meaningful relationships that last long after the program is over.

Here are some ways you can collaborate:

- Watch movies together. Discuss the movies.
- Pick the same audiobooks to listen to and discuss the work, keeping yourself accountable to each other to listen regularly.
- Talk about the books you are asked to read during a term.
- Share tips and advice for activities like finding good libraries and downloading the digital media apps.
- Discuss the poetry together, asking for insight as to its meaning, and so forth.
- If approved by your mentor, co-write the writing project.
- If approved by your mentor, co-produce a speech project.
- Set up weekly or biweekly meetings just to talk and to encourage one another.

Simply staying in touch with other students that are in the program will help you feel part of a larger community and will encourage you as you try to earn this degree while also doing your regular life.

So ask your mentor for contact info to other students if you don't have any peers around you that are involved in the program. If you do have other local students doing this, reach out to them sooner than later and try to set up short weekly or biweekly meetings with them.

With Family

Your family can be strong support group for you as you try to accomplish this challenging feat. Perhaps watching a movie together and then discussing it can generate ideas for you. Your brothers, sisters, or parents may also enjoy listening to an audiobook with you or discussing your assignments.

With Teachers or Managers

Your teachers can also give you insight as what a poem, movie, short story, or classic book might be about, so be sure to seek them out and get them involved.

If you other adults in your life like managers, coaches, or supervisors, they may be a source of information or ideas for you, so don't count them out!

Progress Reports

Reports You Send Us

Each weekend for the first four work weeks, you will text or email your mentor a progress report. This report is simply a small paragraph or list that shows your mentor what work you've done for that week.

It can be sent anytime during the Friday, Saturday, or Sunday of that work week. If it comes in after Sunday, it will be considered late.

These progress reports will actually be part of Assignments 1, 2, 3, and 4. They won't be listed as progress reports but as simply as another part of the assignments.

Reports We Send You

Sometime during the fifth work week of a term, you will receive an email from your mentor letting you know how you are doing and what sort of grade you will probably earn at the end of the term based on your work habits from the first five weeks. If needed, you'll get advice as to how to improve your work.

Within a week after the finish of a term you will receive your credits. They'll go on your transcript, and you'll receive an email with the number of credit earned and the overall grade.

Official Transcripts

You'll receive an official transcript once a year, sometime during the month of August. This transcript will be archived at the issuing school (in this case, Ravenburn College), at our accreditation agency (the Open Latch Education Foundation), and the accreditation agency's recognition agency (the Council of Oversight for Faculty-School Accreditation).

If you need an official transcript sent either to you or a third party, always request it from your school first.

Reflection Journal

What is this?

You'll run across all sorts of interesting ideas and facts in this program. Also, you'll get involved with true stories from which you should abstract principles of human behavior that can make you wiser and better in how you understand and approach people.

How do you remember all of this? You'll need to develop strategies that truly help you in this quest. Sometimes we try to remember too much and get frustrated. Sometimes we allow ourselves to remember too little and miss the growth we could have had. It's a balance, and it's unique to every person.

You are going to have to find the way that works for you.

It's best to start off with a reservoir of raw material to work with. The reflection journal is just that. As you work through the assignments and the materials, in the journal jot down anything you feel is interesting or important to you. Don't worry about format, spelling, or grammar. Just get the thought down. Then, as time passes, you'll review what you wrote to find the items that still appear important to you. You'll take these items out of the journal and will use them for a few writing assignments down the line.

We highly recommend you buy a handheld composition journal for this. You can usually buy this type of thing at office supply stores or even at grocery or department stores like Wal Mart, in the school supply section. The reason we recommend the handheld paper journal is that while recording things on your phone or computer might seem like a good idea, the files tend to get piled up in ways that either makes them hard to access later or hard to view simultaneously, as a spread of information. Using note apps may work, but please at least experiment with a handheld journal if you are not already inclined to it.

How will we grade your journal?

We don't grade your journal. And we actually don't need to see much of it. This is your space to discover ways that are effective to you in terms of how you come to remember things.

But it is very important to us that you are in fact keeping a journal of some sorts. So we'll ask you (either over a phone call or via text or email) to affirm that you are keeping a journal.

Also, in the learning portfolio that you'll submit at the end of the term, we'll ask you to affirm that you've kept working in the journal throughout the term. If you can say yes, you'll receive full credit for the journal work.

While we don't grade the content, we do grade the act itself of keeping a journal. What this means is, if you don't keep a reflection journal.

Supplemental Files

For some of these manuals, extra material may be provided in PDF files sent to your email account.

For this current manual, there are no extra files.

Work Portfolio, Part 1

At the end of every term you'll submit by email a work portfolio. The work portfolio will show all that you did and your grade and your credits for the term will be based on it.

The work portfolio is different from the progress reports you'll submit at the end of every week for the first four weeks of a term (see the "Progress Reports" section above). Those progress reports are meant to keep you on track for the first half of the term. The portfolio is to show us all you've done once the term is finished, from beginning to end.

Work Portfolio, Part 1 below is a list of the assignments with instructions. Work Portfolio, Part 2 is a checklist you'll need to copy/paste to your own file so you can provide the answers there in that file. You will submit that file to us, the one with your answers included. You can also simply copy/past the checklist in Part 2 into an email and enter your answers there, keeping the email as a draft until you are ready to send it in.

Assignments (AA: Term A)

1st WORK WEEK

Assignment No. 1 (Orientation, Part 1; Learning Skills)

CREDIT RATIO: 2/20th of the total grade for the whole 5 credits.

GRADE RATIO: 2/20th of the total grade for the term.

TIMELINE: Do this during the **first** work week.

1.1) Watch all the introductory videos below. If you are opening this file on your computer, you can simply control+click on the title to go.

What are slim credits?

https://youtu.be/Hi9_zozQy5g



What are our main goals for the AA program?

<https://youtu.be/37Gz6HLzagg>



Submitting assignments.

<https://youtu.be/bQ3D3FgSmnM>



How do we do the grading?

<https://youtu.be/fEzSwZyb6XM>



Navigating your local library.

https://youtu.be/lx_u5-Zh2ng



Contact with your mentor.

https://youtu.be/A1_Hl-vd0kw



Your Reflection Journal

https://youtu.be/iwxgMK_HrHY



1.2) Email, call, or text your mentor to set up a time for a 15-minute phone call. This phone call will happen sometime during the third or fourth work week, but you need to set it up now, in this first work week.

1.3) By the last day of the first work week (the last day ends on Sunday, at 11:59pm), send an email or text to your mentor affirming that you've done Assignment No. 1. You can consider this very short email to be your first progress report.

1.4) Turn to the last page of this manual and check off this assignment as completed. Also, in your contact log on that last page, be sure to write down the date you send in your email (see 1.3 above).

2ND WORK WEEK

Assignment No. 2 (Reading: audio)

CREDIT RATIO: 3/20th of the total grade for the whole 5 credits.

GRADE RATIO: 3/20th of the total grade for the term.

TIMELINE: Do this during the **second** work week.

2.1) Make sure you have at least one public library card that allows you to check out movies and books from your local library.

It would actually be good if you have two cards. Many cities allow you to open accounts even if you are not living in that city as long as you can show you or your family are residents of the county, or even sometimes just of the state.

2.2) Explore the library's website. You'll need to familiarize yourself with all the electronic resources the library gives you access to.

2.3) If your library allows you to access media using the Libby or Hoopla formats, then download both the Libby app and the Hoopla app to your phone. These are free apps available online. Just open a web browser on your phone and search for them.

Libby and Hoopla are the most popular formats for digital content like ebooks, audiobooks, and movies. However, there are other formats like cloudLibrary, LibriVox, OverDrive, or Kanopy.

2.4) Once you have these apps on your phone (either Libby or Hoopla or some other app), sync your library card number to the app or apps you've chosen.

2.5) Once you have your phone connected to the digital medial provided by your library (or, hopefully, libraries), try to find two audiobooks from the following list:

Titan: The Life of John D. Rockefeller, Sr. (by Ron Chernow)

The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics (by Daniel J. Brown)

The Gunning of America: Business and the Making of American Gun Culture (by Pamela Haag)

Bury My Heart at Wounded Knee: An Indian History of the American West (by Dee Brown)

Washington: A Life (by Ron Chernow)

The Power Broker: Robert Moses and the Fall of New York (by Robert Caro)

The Wright Brothers (by David McCullough)

The Worst Hard Time: The Untold Story of Those Who Survived the Dust Bowl (by Tim Egan)

Born to Run: A Hidden Tribe, Superathletes, and the Greatest Race the World Has Never Seen (by Christopher McDougall)

Concussion (by Jeanne Marie Laskas)

Foxcatcher: The True Story of My Brother's Murder, John du Pont's Madness, and the Quest for Olympic Gold (by Mark Shultz)

All the Light We Cannot See (by Anthony Doerr)

2.6) Once you have checked out two titles, listen to each one for at least 20 minutes each. Then either pick one to continue with, or, if neither really has caught your attention, then return back to the list to check out two more. Continue until you have found one to settle on.

2.7) By the last day of the second work week (the last day ends on Sunday, at 11:59pm), send an email or text to your mentor affirming that you've done Assignment No. 2. This is your second progress report.

2.8) Turn to the last page of this manual and check off this assignment as completed. Also, in your contact log on that last page, be sure to write down the date you send in your email (see 2.7 above).

2.9) On a fairly regular basis, try to listen to your audiobook for at least 10 minutes a day, 5 days a week. If you can go longer on some days, do so.

3rd WORK WEEK

Assignment No. 3 (Reading: handheld)

CREDIT RATIO: 1/20th of the total grade for the whole 5 credits.

GRADE RATIO: 1/20th of the total grade for the term.

TIMELINE: Do this during the **third** work week.

3.1) Browse the web site www.abebooks.com. This site is a nation-wide collection of used book sellers. You may be able to acquire handheld copies of books used for the AA program at very affordable prices. We strongly encourage you to develop an actual collection of handheld books that are meaningful to you and that can help you remember the principles you've learned through the program.

3.2) Browse these websites as well:

www.thriftbooks.com

www.ebay.com

www.audible.com

www.amazon.com (used book options)

3.3) Using either one of the sites listed above or your local library, please obtain handheld copies of these two books:

Deep: Freediving, Renegade Science, and what the Ocean Tells Us about Ourselves (by James Nestor)

Breath: The New Science of a Lost Art (by James Nestor)

3.4) By the last day of the third work week (the last day ends on Sunday, at 11:59pm), send an email or text to your mentor affirming that you've done Assignment No. 3. This is your third progress report.

3.5) Turn to the last page of this manual and check off this assignment as completed. Also, in your contact log on that last page, be sure to write down the date you send in your email (see 3.4 above).

3.6) As soon as you receive a copy of Deep, start reading to get ahead, if you wish. You'll need to finish this book and some of Breath by the end of the Term B. (These aren't books for this term but for the next. Get them now so you'll be ready to go when the next term starts.)

4th WORK WEEK

Assignment No. 4 (Speech: learn by watching)

CREDIT RATIO: 2/20th of the total grade for the whole 5 credits.

GRADE RATIO: 2/20th of the total grade for the term.

TIMELINE: Do this during the **fourth** work week.

4.1) Do a quick online search for the history of the Prairie Home Companion, hosted by Garrison Keillor. Read about its history.

4.2) Keillor delivers a monologue in each Prairie Home Companion, called “News from Lake Wobegon,” his fictional hometown. Watch one full “News from Lake Wobegon” performance. This is presented on YouTube as a three-part series.

As you watch these videos, pay particular attention to the following:

--Keillor’s pacing of voice (notice how he uses gaps of silence) and conscious use of his midwestern accent.

--Keillor’s use his hands to reinforce his story.

--Keillor’s ability to take potentially (utterly) boring characters and to turn it into an engaging story that creates interest, maintains it, and rewards it.

Here are the links:

A Prairie Home Companion, April 11, 1987 (Part 4) (Start at minute 5:15)

<https://www.youtube.com/watch?v=pcVI-nniKTM>



A Prairie Home Companion, April 11, 1987, Part 5 (watch all)

https://www.youtube.com/watch?v=ujZjl_jUWsk



A Prairie Home Companion, April 11, 1987, Part 6 (Stop at minute 5:15)

<https://www.youtube.com/watch?v=TNvxP1y2VKo>



4.3) Reflect on any idea, insight, or technique that you may have thought of as you watch the performance. Enter what you want to remember in your reflection journal.

4.4) By the last day of the fourth work week (the last day ends on Sunday, at 11:59pm), send an email or text to your mentor affirming that you’ve done Assignment No. 4. This is your fourth and final progress report.

4.5) Turn to the last page of this manual and check off this assignment as completed. Also, in your contact log on that last page, be sure to write down the date you send in your email (see 4.4 above).

5th WORK WEEK

Assignment No. 5 (Reading: short story)

CREDIT RATIO: 2/20th of the total grade for the whole 5 credits.

GRADE RATIO: 2/20th of the total grade for the term.

TIMELINE: Do this during the **fifth** work week.

5.1) Research online about Katherine Mansfield (biographical details).

5.2) See if you can find an online site that explains to you what “The Fly” is about. If you find a helpful YouTube video on this, that would be acceptable. You’ll read the story next, and it’s good to have an idea of what to expect so you can see the parts of the story working together properly.

5.3) Find an online copy of “The Fly” and read it carefully. The best copy is found online at AmericanLiterature.com. The story is found at the web address <https://americanliterature.com/author/katherine-mansfield/short-story/the-fly/>.

5.4) Reflect on any idea, insight, or technique that you may have thought of as you read the story. Enter what you want to remember in your reflection journal.

5.5) Text or email your mentor to set up another call for the 6th or 7th work week.

5.6) Turn to the last page of this manual and check off this assignment as completed.

Assignment No. 6 (Philosophy)

CREDIT RATIO: 3/20th of the total grade for the whole 5 credits.

GRADE RATIO: 3/20th of the total grade for the term.

TIMELINE: Do this during the **fifth** work week.

6.1) Please watch the following three video lectures carefully. All three are about semiotics, or the study of signs.

Semantics: Icon

<https://youtu.be/Pq9XCXCain4>



Semantics: Symbol

<https://youtu.be/HFVOdbLIqfQ>



Semantics: Index

<https://youtu.be/MhhKbad6Kak>



Semantics: Metaphor

<https://youtu.be/sSpTNpxKCs4>



6.2) Enter these terms in your reflection journal:

Epistemology

Semantics

Semiotics

Signage
Signs
Icon
Symbol
Index
Analogy
Metaphor
Simile
Synecdoche
Metonymy
Felicity

6.3) Turn to the last page of this manual and check off this assignment as completed.

6th WORK WEEK

Assignment No. 7 (Film)

CREDIT RATIO: 2/20th of the total grade for the whole 5 credits.

GRADE RATIO: 2/20th of the total grade for the term.

TIMELINE: Do this during the **sixth** work week.

7.1) Using an online streaming platform, watch the documentary Fire of Love, narrated by Miranda July. If you do not already have a subscription to one of the streaming services that provides the film, you can pay to rent the film from Amazon Prime Video. The price should be under \$5.

7.2) In its essential form, a metaphor is always a sign of something else, sharing certain qualities with the thing it is representing. After you've seen the film, in your reflection journal answer the question, How can the study of volcanos in Fire of Love be a metaphor for the life decision these two people made together and kept until their end? The title of any work is important. That this documentary is title Fire of Love strongly suggests that a metaphor is at the center of the field. (Feel free to discuss this with your mentor.)

7.3) This next step of Assignment 7 is to prepare you for the next term. Using your local libraries, see if you can borrow or download a copy of the movie News of the World, starring Tom Hanks. You'll be watching this movie in the next term, so you should be ready with a copy of it then. If you are not able to find it through your local libraries, you may have to rent it from streaming platforms.

7.4) Turn to the last page of this manual and check off this assignment as completed.

Assignment No. 8 (Poetry)

CREDIT RATIO: 1/20th of the total grade for the whole 5 credits.

GRADE RATIO: 1/20th of the total grade for the term.

TIMELINE: Do this during the **sixth** work week.

8.1) Read each of the two poems slowly and with attention, twice. Each poem gives you an example of how a metaphor can be formed by taking one object (a bat in the cave, a walking stick) and showing how it is similar to another object (the mind, a marriage).

NOTE: The poems are presented here so that each poem fits on one full page. Poets are very much aware of how white space can be used to enforce the structure and story of a poem, so we want to make sure that we preserve that. The assignments continue on the next page after the last poem. Also, we have glossed potentially unfamiliar words by providing definitions fronted by a square bracket: [meaning

Mind

Mind in the purest play is like some bat
That beats about in caverns all alone,
Contriving by a kind of senseless wit
Not to conclude against a wall of stone.

It has no need to falter or explore;
Darkly it knows what obstacles are there,
And so may weave and flitter, dip and soar
In perfect courses through the blackest air.

And has this simile a like perfection?
The mind is like a bat. Precisely. Save
That in the very happiest intellection
A graceful error may correct the cave.

by Richard Wilbur (1921-?) (published 1917)

The Tally Stick

Here from the start, from our first of days, look:
I have carved our lives in secret on this stick
of mountain mahogany the length of your arms
outstretched, the wood clear red, so hard and rare.
It is time to touch and handle what we know we share.

Near the butt, this intricate notch where the grains
converge and join: it is our wedding.
I can read it through with a thumb and tell you now
who danced, who made up the songs, who meant us joy.
These little arrowheads along the grain,
they are the births of our children. See,
they make a kind of design with these heavy crosses,
the deaths of our parents, the loss of friends.

Over it all, as it goes, of course, I
have chiseled Events, History—random
hashmarks cut against the swirling grain.
See, here is the Year the World Went Wrong,
we thought, and here the days the Great Men fell.
The lengthening runes of our lives run through it all.

See, our tally stick is whittled nearly end to end;
delicate as scrimshaw, it would not bear you up.
Regrets have polished it, hand over hand.
Yet, let us take it up, and as our fingers
like children leading on a trail cry back
our unforgotten wonders, sign after sign,
we will talk softly as of ordinary matters,
and in one another's blameless eyes go blind.

by Jarold Ramsey (1937-?) (published 1977)

8.2) Reflect on any idea, insight, or technique that you may have thought of as you read the poems. Enter what you want to remember in your reflection journal.

8.3) Read the instructions for Assignment No. 10 so you can start on that now, in the sixth work week. It will be due at the end of the eighth work week.

8.4) Turn to the last page of this manual and check off this assignment as completed.

7th WORK WEEK

Assignment No. 9 (Vocabulary; Catch-all)

CREDIT RATIO: 1/20th of the total grade for the whole 5 credits.

GRADE RATIO: 1/20th of the total grade for the term.

TIMELINE: Do this during the **seventh** work week.

9.1) Use this work week to catch up on any assignments that were not done on time.

9.2) Review the manual for Term B. You need to know what's coming ahead and you need to get started ordering materials if you need to. If you are all caught up with the work for this term, perhaps you can get a head start on the next term's work. (You should have received the manual for Term B in an email sometime during the eighth work week. If you did not, contact your mentor immediately.)

9.3) Work on your poem that is due next work week.

9.4) Look up the definitions of these words online:

- Metaphor
- Analogy
- Catch-all
- Etymology
- Felicity
- Idiosyncratic

9.5) Using the internet, find out what this term means, and find an actual recording of someone pronouncing it: *raison d'être*

9.6) Using the web site www.Etymonline.com, look up the etymologies of these words:

- Semantics
- Semiotics
- Seminal
- Seed

9.7) Review your reflection journal. Some time has passed since you last wrote some of these items. Now you can see from a distance, if you will, if the things you entered then are still worth keeping. Underline or circle or rewrite on a separate page the ideas you think are really worth remembering. (If you choose to reenter the items you still think

are worth remembering on a new page, we suggest you title this page “Top Shelf” or “Keepers” or something similar to help you remember that here are items you think are especially worth remembering in the long run.)

9.7) Turn to the last page of this manual and check off this assignment as completed.

8th WORK WEEK

Assignment No. 10 (Writing: learn by doing)

CREDIT RATIO: 2/20th of the total grade for the whole 5 credits.

GRADE RATIO: 2/20th of the total grade for the term.

TIMELINE: Do this during the **eighth** work week.

10.1) Watch this short video on metaphor.

<https://youtu.be/8YMDKXYIMxk>



10.2) Write a short poem that gives the reader a metaphor for something meaningful we humans do on a regular basis. Through the metaphor, try to show that this activity or event we experience on a regular basis has its own beauty and can help us remember the beauty and depth of life on Earth. The poem can be about hunger, about a first love, about loneliness, about war, about brothers or sisters, etc.

Your poem should have a title and should be anywhere from 5 to 15 lines long. It does not have to rhyme and can resemble the freely flowing form of the two model poems above.

You may or may not like your poem at the end. What is important to us is that you experiment with the genre and start becoming aware of how poetic communication can work.

10.3) Turn to the last page of this manual and check off this assignment as completed.

Assignment No. 11 (End-of-Term Blanket Submission)

CREDIT RATIO: 1/20th of the total grade for the whole 5 credits.

GRADE RATIO: 1/20th of the total grade for the term.

TIMELINE: Do this during the **eighth** work week.

11.1) Prepare Work Portfolio, Part 2 and when done submit it to your mentor. Please be utterly honest in your answers.

11.2) Turn to the last page of this manual and check off this assignment as completed.

Work Portfolio, Part 2

This is not a new list of assignments.

Work Portfolio, Part 2 is something you'll have to submit to your mentor by or before the end of the last day of the term (11:59pm of Sunday of work week 8).

You can submit Work Portfolio, Part 2 as a file attached to an email or as a direct email without an attachment.

If you want to submit it as an attachment, please use a Word document file or a PDF file to do so. Simply copy/paste the text below into a document file, work on it there and save it often. And then when you are ready to submit it, submit it as either a Word doc or as a PDF file attached to an email addressed to your mentor. (To turn a Word doc into a PDF if you wish to do so, simply save the Word doc, then click on the "File" tab at the top left, then click on "Export" and then "Create PDF/XPF". It will copy and save as a PDF file.)

If you want to submit as an email without an attachment, just copy/paste all the text below along with your answers into the email. You can save the email as a draft as you work on it, and then you can just submit it when you are ready to do so.

Whichever method you choose, please be sure to include the questions as well as your answers. Copy/paste the template, and at the end of each question, simply write Yes or No, or whatever else you might be asked to write.

NOTE: PLEASE WRITE YOUR YES / NO ANSWERS IN ALL CAPS. Short-answer assignments should be normally formatted.

****Copy/paste text material below asterisks****

Assignment No. 1 (Orientation, Part 1; Learning Skills)

CREDIT RATIO: 2/20th of the total grade for the whole 5 credits.

GRADE RATIO: 2/20th of the total grade for the term.

TIMELINE: Do this during the **first** work week.

1.1) Did you watch all the introductory videos?

1.2) Did you set up a time/date for an upcoming phone call with your mentor?

1.3) Did you send an email or text to your mentor affirming that you've done Assignment No. 1?

Did you do all of this by the end of the first work week?

Assignment No. 2 (Reading: audio)

CREDIT RATIO: 3/20th of the total grade for the whole 5 credits.

GRADE RATIO: 3/20th of the total grade for the term.

TIMELINE: Do this during the **second** work week.

2.1) Did you get at least one public library card?

2.2) Did you explore the library's web site?

2.3-4) Did you download apps that help you get movies and audiobooks on your phone?

2.4) Once you have these apps on your phone (either Libby or Hoopla or some other app), sync your library card number to the app or apps you've chosen.

2.5-6) Did you find an interesting audiobook from the list?

2.7) Did you send an email or text to your mentor affirming that you've done Assignment No. 2?

2.8) Have you continued to listen to the audiobook on a fairly regular basis?

Did you do 2.1-7 by the end of the second work week?

Assignment No. 3 (Reading: handheld)

CREDIT RATIO: 1/20th of the total grade for the whole 5 credits.

GRADE RATIO: 1/20th of the total grade for the term.

TIMELINE: Do this during the **third** work week.

3.1-2) Did you browse the web sites?

3.3) Did you obtain handheld copies of Deep and Breath?

3.4) Did you send an email or text to your mentor affirming that you've done Assignment No. 3?

Did you do all of this by the end of the third work week?

Assignment No. 4 (Speech: learn by watching)

CREDIT RATIO: 2/20th of the total grade for the whole 5 credits.

GRADE RATIO: 2/20th of the total grade for the term.

TIMELINE: Do this during the **fourth** work week.

4.1) Did you research Prairie Home Companion?

4.2) Did you watch the "News from Lake Wobegon" performance?

4.3) Did you enter anything into your reflection journal concerning this assignment?

4.4) Did you send an email or text to your mentor affirming that you've done Assignment No. 4?

Did you do all of this by the end of the fourth work week?

Assignment No. 5 (Reading: short story)

CREDIT RATIO: 2/20th of the total grade for the whole 5 credits.

GRADE RATIO: 2/20th of the total grade for the term.

TIMELINE: Do this during the **fifth** work week.

5.1) Did you research Katherine Mansfield?

5.2) Did you find an online site that explains to you what "The Fly" is about?

5.3) Did you read "The Fly"?

5.4) Did you enter anything into your reflection journal concerning this assignment?

Did you do all of this by the end of the fifth work week?

Assignment No. 6 (Philosophy)

CREDIT RATIO: 3/20th of the total grade for the whole 5 credits.

GRADE RATIO: 3/20th of the total grade for the term.

TIMELINE: Do this during the **fifth** work week.

6.1) Did you watch the video lectures and enter the terms in your reflection journal?

Did you do all of this by the end of the fifth work week?

Assignment No. 7 (Film)

CREDIT RATIO: 3/20th of the total grade for the whole 5 credits.

GRADE RATIO: 2/20th of the total grade for the term.

TIMELINE: Do this during the **sixth** work week.

7.1) Did you watch Fire of Love?

7.2) In the space below, provide a short answer to the question, How can the study of volcanos in Fire of Love be a metaphor for the life decision these two people made together and kept until their end?

7.3) Did you find copies of the movies News of the World and Life of Pi?

Did you do 7.1-2 by the end of the sixth work week?

Assignment No. 8 (Poetry)

CREDIT RATIO: 1/20th of the total grade for the whole 5 credits.

GRADE RATIO: 1/20th of the total grade for the term.

TIMELINE: Do this during the **sixth** work week.

8.1) Did you read each of the poems twice?

8.2) Did you work in your reflection journal?

Did you do all of this by the end of the sixth work week?

Assignment No. 9 (Vocabulary: Catch-all)

CREDIT RATIO: 1/20th of the total grade for the whole 5 credits.

GRADE RATIO: 1/20th of the total grade for the term.

TIMELINE: Do this during the **seventh** work week.

9.1-2) Did you catch up on late work or review next term's manual?

9.3) Did you work on your poem?

9.4-6) Did you do the vocabulary work?

9.7) Did you work on your reflection journal?

Did you do all of this by the end of the seventh work week?

Assignment No. 10 (Writing: learn by doing)

CREDIT RATIO: 2/20th of the total grade for the whole 5 credits.

GRADE RATIO: 2/20th of the total grade for the term.

TIMELINE: Do this during the **eighth** work week.

10.1) Did you watch the video on metaphor?

10.2) Write a copy of your poem in the space below:

Assignment No. 11 (End-of-Term Blanket Submission)

CREDIT RATIO: 1/20th of the total grade for the whole 5 credits.

GRADE RATIO: 1/20th of the total grade for the term.

TIMELINE: Do this during the **eighth** work week.

11.1) Did you answers all the above questions with integrity and honesty?

****Copy/paste text above asterisks****

<See next page for the Work Schedule & Contact Log chart>

Term A: WORK SCHEDULE			
Work Weeks	Dates	Schedule of Assignments	Checklist
1	Starts 20 Jan 2025 Ends 26 Jan 2025	Assignment No. 1 (see p. 11)	Completed: _____
2	Starts 27 Jan 2025 Ends 2 Feb 2025	Assignment No. 2 (see p. 13)	Completed: _____
3	Starts 3 Feb 2025 Ends 9 Feb 2025	Assignment No. 3 (see p. 15)	Completed: _____
4	Starts 10 Feb 2025 Ends 16 Feb 2025	Assignment No. 4 (see p. 16)	Completed: _____
5	Starts 17 Feb 2025 Ends 23 Feb 2025	Assignment No. 5 (see p. 17) Assignment No. 6 (see p. 17)	Completed: _____ Completed: _____
6	Starts 24 Feb 2025 Ends 2 Mar 2025	Assignment No. 7 (see p. 19) Assignment No. 8 (see p. 19)	Completed: _____ Completed: _____
7	Starts 3 Mar 2025 Ends 9 Mar 2025	Assignment No. 9 (see p. 23)	Completed: _____
8	Starts 10 Mar 2025 Ends 16 Mar 2025	Assignment No. 10 (see p. 24) Assignment No. 11 (see p. 24)	Completed: _____ Completed: _____
There is a 2-week break between the end of Term A and the beginning of Term B.			
Term B begins on 31 March			

Term A: CONTACT LOG	
For your own record, list the dates you've had contact with your mentor.	
Email	
Text / Messages	
Phone calls	
Video calls	
In-person meeting	
Group or class	