

## WORKSHOP OUTLINE: MLA AND APA DOCUMENTATION

### **I. Basic Description: In 2-3 sentences, describe the workshop.**

Students will learn the basics of MLA and APA documentation styles, including form and formatting, use of signal phrases and quotations, and proper form for both in-text and works cited entries.

### **II. Workshop Entry Expectations**

Skills Level Ranges: Reading 4; Writing 4; Listening/Speaking 4; Math 1

### **III. Workshop Exit Standards**

Upon successful completion of this workshop, the student will be able to:

- 1) Understand basic MLA conventions in regard to formatting and citations.
- 2) Understand basic APA conventions in regard to formatting and citations.

### **IV. Workshop Content**

The following concepts, ideas, or topics must be covered:

- 1) Basic paper appearance and formatting;
- 2) In-text citations;
- 3) Works cited entries;
- 4) Using signal phrases.

### **V. Methods of Presentation**

The following methods of instruction may be used in the course:

1. Directed class discussions, small-group discussions, peer group writing workshops, individual conferences, small-group conferences, and student presentations;
2. Films, audio-visuals, slides, and hand-out materials may be used to supplement discussion and readings;
3. Debate, role-playing activities, group projects, or other active learning;
4. Guest speakers from related disciplines may be invited to present special topical material;
5. Student ownership and presentation of assigned workshop material.

### **VI. Methods of Evaluation**

The following methods of evaluation may be used in the workshop:

- 1) Pre- and Post-tests.

### **VII. Student Learning Outcomes**

Upon successful completion of this workshop, the student will be able to demonstrate his/her ability to:

- 1) Format papers in accordance with published guidelines for MLA or APA;
- 2) Cite texts correctly in MLA or APA;
- 3) Incorporate signal phrases appropriately.