**M E M O R A N D U M**

To: Writing Program, EAD, and ESL Instructors From: Darcy Gioia
Re: **Mid-Semester Folder Review/Sign-up Sheets** Date: September 30, 2004

Folder review gives us an opportunity to talk about your class, to share ideas and teaching strategies, and to ensure that course objectives, levels of difficulty, and grading are consistent throughout the Writing Program. While we usually begin folder review by talking about the work of students who may be failing, you should also have ready a sampling of borderline, average, and excellent work. Please sign up for an appointment with a director on the campus where you teach. **Sign-up sheets will be available on each campus on Tuesday, October 5.**

Sign up for **ONE** appointment if you are teaching:
- ❖ one or two sections of the same course

Sign up for **TWO** appointments if you are teaching:
- ❖ two different courses, two 100R sections, or three sections of the same course

**When you come to folder review, remember to bring:**
1) **All** your students' folders
2) A packet of your assignments **to leave with us**
3) **Your grade book** and attendance roster.

*If you do not bring the above three items with you, the director will be forced to reschedule the folder review.*

**Folder reviews for the following courses are from Monday, October 11 through Tuesday, October 19:**

- ➤ **EAD 155** and **EAD 156,** please sign up with Kay Lynch and bring your students' first two graded essays and the graded midterm. Sign-up sheets will be posted outside Tillett 129. Instructors can also email Kay (kalynch@rci.rutgers.edu) or call her at 445-8182.

- ➤ **ESL Academic Writing I and II**, please sign up with Eva-Maria Morin and bring your students' two graded essays and for **II,** an outline of their research papers. Sign-up sheets will be posted outside Tillett 129. Instructors can also email Eva-Maria (emorin@rci.rutgers.edu) or call her at 445-6675.

- ➤ **098**, please bring your students' first two graded essays and either the graded [P/NP] midterm or draft for Paper #3 to one of the following sessions: Wednesday, Oct. 13, 1:30-3:30, MU 305 or Thursday, Oct. 14, 3:00-5:00, MU 305. Please email Darcy (darcy.gioia@rutgers.edu) or call her at 932-2857 to let her know which session you will attend.

- ➤ **100/100R**, please bring your students' first two graded essays, and either a graded midterm or draft for Paper #3; **100R:** also bring your 099 reading assignments.

- ➤ **101,** please bring your students' first two graded essays, and the rough draft or graded paper #3.

**Folder reviews for the following courses are from Monday, October 11 through Friday, October 22 :**

- ➤ **201** and **301**, please bring your students' first two graded essays, proposals with comments, and annotated bibliographies. **Instructors teaching 301 for the first time should sign up with Skiles Howard, and first-time 201 instructors are encouraged to do so.**

- ➤ **202, 203, 302, 303, 315, 322, 352, 402** and **425**, please sign up with Barclay Barrios, Darcy Gioia, Michael Goeller, or Carl Nelson. Please bring your students' midterm assignments, graded and commented upon.

- ➤ **ITA Videotape:** Kay Lynch and Eva-Maria Morin will review videotapes during the week of October 18th. Instructors will receive a separate memo with instructions on videotaping.

We look forward to working with you and thank you for your dedication to our program.

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