

Ruszkiewicz



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Department of English
PAR 110
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MEMORANDUM

To: Freshman English Policy Committee

From: Mara Holt

Date: May 1, 1985

There will be a meeting of the Freshman English Policy Committee today at 1:00 p.m. in Parlin 8C.

Agenda items include:

- I. Call to order, attendance, approval of minutes
- II. New business
Director's proposals for E 306
- III. Adjournment

Attached: Ruszkiewicz's proposals for E 306

MH/dw

To encourage greater attention to grading standards (especially in the summer courses) and to encourage E 306 instructors to comment more productively on student writing, I make the following proposals:

- 1.) That the FEPC require a final in-class essay during the regular three-hour examination period in all summer sections of E 306. Teachers may **not** substitute a grammar exam or review of textbook content for this writing assignment.
- 2.) That these graded final examinations be submitted to the freshman office when grade sheets are turned in. The essays will be returned to instructors after they have been reviewed by the Director and/or Associate Director of Freshman English.
- 3.) That, beginning in Fall, 1985, instructors in all sections of E 306 be required to incorporate drafts or revisions into at least two major writing assignments during the semester.
- 4.) That the regular E 306 syllabus be modified to encourage teachers to solicit drafts or revisions of student work.
- 5.) Pending a review of the summer examination project by the Director, Associate Director, and Assistant Director, that the FEPC require a final in-class essay during the regular three-hour examination period in all sections of E 306 beginning Fall, 1985.
- 6.) Also pending a review of the summer procedures, that the FEPC require all instructors of E 306 to submit their final examinations with their grade sheets. Exams will be returned following a review.