**Checklist for Fellows and Course Instructor**

***Syllabus and Assignments***

1. *Syllabus – Fellows have a copy*
2. *Assignment – Fellows understand the assignment. There is one large project for the course with a literature review due halfway through the quarter. Each student will turn in the literature review for the first one–hour conference, then the final draft will be turned in for the second hour-long conference.*
3. *Fellows have access to D2L*

***Due Dates***

1. *Rubric will be finalized by instructor by April 14.*
2. *Students will turn in first draft of literature review by April 28 – allow two weeks for conferences. 1st week, fellows will comment, then instructor will add comments. Conferences will be on both sets of comments.*
3. *First draft of final paper (and final draft of literature review) will be due May 19. Fellows will have one week to conference. The only comments will be those from Fellows.*

***Introduction***

1. *Fellows will attend class for introductions and will sit in on the discussion of rubric.*

***Course Goals***

1. *Students will be expected to know how to analyze methods of inquiry and can apply them to new learning.*

***Exchanging/Commenting on Drafts***

1. *FIRST ASSIGNMENT/LITERATURE REVIEW: Students will turn their drafts into D2L. Fellows will comment and return to D2L. Instructor will add comments. Fellows pick up drafts again, notify students that comments are ready to be read, conferences will take place regarding both sets of comments.*
2. *FIRST DRAFT, FINAL PAPER: Same procedure, no comments from instructor.*

***Late Draft Policy***

1. *Drafts should be turned in by the specified Thursday for both assignments; if late, must be turned in by the following Saturday 5pm.*

***Missed Conference Policy***

1. *Students can reschedule if they miss a conference; students should give 24 hour notice of cancellation*
2. *Students can only reschedule once.*
3. *Reschedule done via email or phone.*
4. *\*\*\*Instructor will work on procedure for ensuring that students attend the conference. Will work something into the syllabus, will confirm at the beginning of next week with Fellows.*

***Kind/Frequency of Contact with instructor***

1. *We will check in after 1st round of conferences*
2. *1st assignment won’t be graded; it is a part of the ongoing whole.*
3. *Discipline-specific conventions for Fellows to pay attention to will be discussed on the 14th of April at the introduction.*

*No future meetings to be scheduled outside of those outlined. Will assess as needed.*

**Thoughts from First Meeting with Instructor**

1. Instructor didn’t seem to understand the fellows program completely.
	1. Concerns about the process (from pickup to commenting to conferencing – instructor wanted to inject a lot more time and effort into the process)
	2. Time commitment – instructor invited us to come to all classes. While we agreed upon one full class to sit in on, instructor needs to be assured that we don’t have to know as much about the course as the students to be effective.
	3. Concerns about conferences being “required”. (Instructor didn’t seem to know this was a core component of the Fellows program.) This brings up an interesting point. The aim of SNL is to make students responsible for their own learning. Why not allow them to decide if conferences are necessary, and let them take the consequences for doing so/not doing so. As the instructor pointed out, if a student turns in a stellar paper without doing the conference, s/he should not be penalized. On the other hand, what the hell is the point of us being there? Need to talk with Matthew about this. Does conferencing need to be a requirement for SNL? Can instructors opt out?
		1. Personally, I say no. All students can benefit from this. The purpose of the project is to expose (force) students at least ONCE to the Writing Center experience. Connection to campus, resources, dropout rate, blah blah blah. Their CHOICE lies in whether or not to take a hit on their grade, or even whether they wish to drop the class. Also, they don’t get to choose whether to cite sources, why should they get to choose whether or not to conference as a part of their grade?
2. Flexibility concerning SNL
	1. We are all open to procedural flexibility, but need to draw the line at redefining the role of the Fellows.
	2. Look at refining checklist/procedures for Research Seminar/Foundations etc. i.e., the one-big-project courses.