

To: Faculty
From: Shukla Sarkar
Approved: Dean Bennett
Date: 8/30/2010
Subject: Writing Across the Curriculum/SSR

Essays (one set per class) are due no later than **Wednesday, November 17, 2010**. The deadline is the Wednesday before our week-long Thanksgiving break.

For your essay, we recommend the following :

- Create a clear set of instructions and criteria for an assignment that assesses according to the standards of your subject area.
- Present a clear guideline, such as a rubric, to students before they write the essays. If appropriate, tailor the rubric/guideline to your assignment and goals. You may weight some aspects of the essay (such as content) more than others (such as Standard English conventions).
- Evaluate the essays in a timely manner.
- Please submit the graded essays to me which I will return to you promptly. Then return the essays to the students and review the assignment.
- Assign the essay a significant grade, as you would any assessment.
- Please include your name on each set of essays so that I may return the essays to you promptly.

I am in Room A205. **If I can be of assistance, please let me know; it is so much easier to work together!**

10 Things Your Literacy Coach Can Do For You

- Assist you in creating an essay assignment that assesses your curriculum.
- Share your colleagues' essay prompts.
- Create a customized rubric for any of your assignments.
- Provide ideas for reading, writing, and note taking strategies that will help students comprehend your text and lectures.
- Demonstrate (come in and teach your class) reading strategies, essay preparation, etc.
- Observe your teaching and provide feedback regarding any of your lessons or classes. This information is confidential.
- Review with you (or your department or your classes) research guidelines and style technicalities.
- Get you coverage to observe a colleague (especially for new teachers).
- Provide information regarding Periodic Assessments.
- Commiserate.

Note: The following information may be helpful for your students/ research activities.

LAPL DATABASE GUIDELINE

- Step 1:** Have your **LAPL** card ready.
- Step 2:** Go to www.lapl.org
- Step 3:** Click on **Databases**
- Step 4:** Click on **Magazines**
- Step 5:** Click on **Proquest** or **Search Bank** (which ever is necessary)
- Step 6:** Type in your 14 digit number from your **LAPL** card, then put mouse on **Search Method** (Do Not Click). Click **Guided** (only for Proquest). For Search Bank go to Step 7.
- Step 7:** Type in your subject and you can choose from a category of resources.