

PLEASE READ AND KEEP THIS MEMO

Date: August 19, 2009

To: All English 10 and 50 Instructors

From: Pam Mc Donough
English 10/50 Coordinator

Subj: Exam Dates and Other Matters

This memo contains important information regarding the teaching of English 10 and English 50, so please hold onto it for the entire semester.

If you have not already read the English 50 Course Outline or English 10 Course Outline, please be sure to do so before continuing any further with your course. Copies of the course outlines are available from Patti Whitman, the English Department ADA, or online at the Palomar College website. To access a course outline online, go to the Palomar college homepage, click on "Faculty and Staff" and then choose "Curricunet" from the menu. On the top left hand side of the Curricunet page is a place to insert the course number and thus bring up the course outline. Be sure you access the most recent course outline.

If you have any questions regarding either of these courses, please email me at pmcdonough@palomar.edu or call me at extension 2700.

Regarding English 50:

1. The maximum class size is 25 students. Try to maintain this number through the first census period. Do not take an excess number of students because it hurts your class and the entire department, which has fought to maintain a reasonable class size for composition courses.
2. The English 50 final exam is a two-hour essay written by students in response to a short selection (or selections) on a specific topic. To prepare your students for this exam, you should assign "reading-based" articles and essays of the types described in the department Course Outline of Record.
3. The final exam is administered in the week prior to the college-wide final exam week, during the 16th week of the semester (see below). (Regular final exams at Palomar are given the 17th week of the semester.) Please take this schedule into account when

you prepare your course outline, and inform your students at the beginning of the semester that a CLASS CONFLICT is the ONLY reason we allow students to take the final at a time other than that scheduled for their class. Student should not miss other classes to take the English 50 final. We can make other arrangements for them as long as they let the instructor know far enough in advance.

Grammar quizzes are not required. You should, of course, review grammar principles as needed, and the grades assigned to papers should take grammar, punctuation, and usage into account. Grammar quizzes that we have used in the past are still available for use, but quiz grades are not to be averaged into the overall course grade.

4. You should administer a diagnostic essay the first day or two of class. Any students demonstrating a need for ESL instruction should be referred to that department for advising. For more information, please see Patti, our ADA. Do not tell these students that they may not stay in your class. If they have qualified for the class, they may remain if they wish.

5. Using Old Essays and Prompts in Class

We encourage you to use old final exam essays and prompts with your students in class, both as in-class practice finals and as out-of-class assignments. We have copies of the exams, as well as some former graded exams. Please note that some of the graded student essays are based on the old rubric.

You can find copies of former exams, both the articles and prompts, in a file cabinet in the back room (behind Patti's office). Please be sure that you never take the last copy of any exam.

Remember that you can use these old samples in class with your students; it can be extremely beneficial for students to write practice finals in their English 50 class before they take their final exam.

6. Protocol for Final Exam Articles

Exactly one week before your students are scheduled to take their final exam, you should pass out copies of the final exam articles in class. Note that there are different articles based on what day the students will be taking the exam. You can obtain your copies of the articles from Patti or, if she is not in the office, from the lower drawer of her front-office file cabinet. To help Patti make the correct number of copies, please also try to take only the number of copies you think you will need and please return any unused copies to Patti as soon as you can.

If you teach a Saturday, evening, or off-campus class, your articles and prompts will be left in your box or mailed to you via campus mail.

For instructors who teach day classes on the main campus, you should pass out the articles only after your students have decided on whether they will take their final exam on Wednesday or Thursday since each day has a different article and prompt. In other words, please do not let students know what the topics are before they sign up for a day; they should let you know which day (Wednesday or Thursday) they plan to take the final exam, and, once all students have signed up for a day, you can give them the article for that day.

Also, once your students sign up for either the Wednesday or Thursday day final and are given the essay for that final, they are not allowed to change days. (Some students ask to take the final on the other day because they do not like the essay they were given.)

Once you pass out the articles to your students, you are not allowed to discuss the article or its content with them. Additionally, the tutors at the Writing Center and at Tutorial Services may not discuss the articles with students either. You may continue to discuss exam-taking strategies with them, but you may not discuss anything having to do with the specific topic of the article.

In the past, we have also had problems with students not understanding how they can use the articles in the week before the final. Essentially, students have one week to prepare for the final exam, doing any outside research they feel would benefit them. They are allowed to write brief notes on their copy of the article (filling up available white space on both the front and back of the article), but they are not allowed to pre-write or outline any portions of their essay. On the day of their final exams, students may bring their annotated copy of the article with them to the final. Please make sure that you clearly explain this to your students since some students have failed the final in previous semesters because they did not realize that they could not write out portions of their essay.

On the day that they take the final exam, the students will show up to one of the classrooms listed at the top of their final exam article. It is important to let your students know that they need to show up about ten minutes early to one of the classrooms since seats are available on a first-come, first-served basis; if they arrive at a classroom right at 2:00, the room may already be full and then they will have to run around campus to find space in one of the other rooms. Once they arrive at a classroom to take their finals, students will receive the prompt that they will write about for the two-hour period.

Adjunct instructors who teach on the main campus during the day should not meet with their students on the days that they take the final exams. (The English department's full-time faculty will administer and proctor the exams.) However,

you do want to be sure to meet with your students during finals week to return their final exams and to give them their final grades in your course.

7. English 50 Final Exam Schedule for Fall 2009

Saturday and Evening Classes

Saturday classes:	in class, December 5
Monday evening classes:	in class, December 7
Tuesday evening classes:	in class, December 8
Wednesday evening classes:	in class, December 9
Thursday evening classes:	in class, December 10
Camp Pendleton:	in class, December 9

Off-campus day classes:

MW classes:	in class, December 9
TTh classes:	in class, December 10

On-campus day classes:

Wednesday, December 9, and Thursday, December 10, from 2:00-4:00 P.M. Rooms to be announced.

8. English 50 Grading Session

1:00 to 5:00, Friday, December 11. Room to be announced.

All adjunct instructors of English 50 and all contract instructors regardless of teaching assignment are required to attend this session. Adjunct faculty are paid for this time because their contracts include pay for more time than they actually meet their classes.

9. Grading Rubric

I am attaching a copy of grading rubric to this memo, and you are welcome (and encouraged) to use it in class with your students before the final exam.

10. English 50 can be taken Credit/No Credit since it is not a transfer-lever class.

Regarding English 10:

1. The maximum class size is 30 students. Try to maintain this number through the first census period. Do not take an excess number of students because it hurts

your class and the entire department, which has fought to maintain a reasonable class size for composition courses.

2. Teachers can choose their own texts as long as they are appropriate for the course outline of record for English 10, and they can decide how they wish to approach grammar in the class. We do not have to use the same text, and we do not have to use the chapter grammar tests located in the file cabinet.
3. Regarding the final exam, we require all instructors to give the students the same standardized practice final exam and final exam. Both should be available in the filing cabinet, which is locked. See Patti for the location of the key. You and all your students can also access the practice final on the English department web site at www.palomar.edu/english under “Student Resources.”
4. If you wish to continue using chapter grammar tests from *Inside Writing*, they are available in the English Department office in the same locked filing cabinet (see Patti for key location.) Please be sure to maintain the integrity of the tests. **DO NOT ALLOW STUDENTS TO REMOVE THE TESTS FROM THE CLASSROOM, EVEN AFTER THEY ARE GRADED. STUDENTS MAY NOT TAKE THEIR GRADED TESTS HOME WITH THEM.** After the students have reviewed the results of each graded test, collect them and keep them in your office or at home. At the end of the semester, destroy them, preferably by taking them home and throwing them away there. It would be a good idea to get a copy of each test at the beginning of the semester in case the key is missing just when you need it. Please let Patti know if a specific chapter test is low on copies.

Also the file cabinet contains copies of the tests for the newest edition of *Inside Writing*.

5. You should administer a diagnostic writing sample the first or second day of class. Any students demonstrating a need for ESL instruction should be referred to that department for advising. For more information, please see Patti, our ADA. Do not tell these students that they may not stay in your class. If they have qualified for the class, they may remain if they wish.
6. English 10 can be taken Credit/No Credit since it is not a transfer-level class.

Again, please call if you have any questions or concerns.