Date: January 16, 2007
To: All English 10 and 50 Instructors
From: Leanne Maunu,
English 10/50 Coordinator
Subj: Exam Dates and Other Matters

Welcome to the start of the new semester, especially for any instructors teaching English 10 and/or 50 for the first time! This memo contains important information regarding the teaching of English 10 and English 50, so please hold onto it for the entire semester. Also, I have made some changes and additions to this memo since last semester, so please read it carefully, even if you have taught these classes many times before.

If you have not already read the English 50 Overview or the English 10 Overview, please be sure to do so before continuing any further with your course. Copies of the overviews are available from Patti, the English Department ADA, or on the English department website at http://www.palomar.edu/english/Curriculum/English_50.htm and http://www.palomar.edu/english/Curriculum/English_10.htm.

In addition to the information contained in this memo, the English department web site provides additional resources that you might find helpful. You can access the website by going to www.palomar.edu/english and clicking on “Faculty Resources” or by going directly to http://www.palomar.edu/english/Curriculum/default.htm.

If you have any questions regarding either of these classes, please feel free to email me at lmaunu@palomar.edu or call me at extension 2288.

The following contains important points for all English 10/50 instructors.

**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 during 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. Students 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. In the past, copies of these old exams and prompts have been kept in the file cabinets in the back office. However, Gary and Craig have put old final exam prompts and student responses on the English department website, and we would like to encourage you to start printing your own copies of these essays directly from the website, which is located at:

http://www.palomar.edu/english/Curriculum/default.htm

(Or you may go to the English department web site at www.palomar.edu/english and click on “Faculty Resources.”) Please note that the graded student essays are based on the old rubric. After you print a master copy of the essays, prompts, and/or student responses you’d like to use in class, you can xerox these off for your students.

Please, however, do not refer students to this website. Students should only go to this section of the English department site to see past student responses, which are located under “Student Resources” or at http://www.palomar.edu/english/Curriculum/Responses-StudentLink.htm.
If you do still choose to use the hard copies of the prompts and essays that are located in file cabinet in the back room, then please be courteous to your colleagues and be sure that you do not take the last copy.

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. 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, then you should give your students a copy of that prompt.

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 the 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 any 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 receive the prompt that they will write about for the two-hour period.

7. **English 50 Final Exam Schedule for Spring 2007**

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

   Off-campus day classes:
   
   - MW classes: in class, May 9
   - TTh classes: in class, May 10

   On-campus day classes:
   
   Wednesday, May 9, and Thursday, May 10, from 2:00-4:00 P.M. Rooms to be announced.

8. **English 50 Grading Session**

   1:00 to 5:00, Friday, May 11, Room SSC-1 (Governing Board Room)

   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. Evening instructors are paid for a four-hour class the night they administer the final exam, but they are required to hold class for only two hours. They are also paid for a four-hour class during finals week, when they return the final exams, but they meet the class for only one of those four hours. Day instructors are paid for classes that do not meet. They are also paid for a two-hour final during finals week, but they meet with their classes only briefly to return final exams and course grades. One's failure to attend the grading session necessitates more work for his or her colleagues.

9. **New Grading Rubric**
Also, we will be using the new grading rubric again during the grading session this semester. I am attaching a copy of this new 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-level class.

11. Stan Levy and Sue Musgrove from Reading Services will be contacting English 10 instructors in a few weeks to see if these instructors would like a classroom presentation about Palomar’s reading classes and their benefits for our developmental students. Although they are not planning on contacting English 50 instructors, you may still request a classroom presentation. If you are interested, please contact Stan or Sue directly at slevy@palomar.edu or smusgrove@palomar.edu.

**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. We still require 55% of the grade to come from grammar and 45% from writing. But the department now asks for the grade to be determined more specifically as follows: 40% grammar, 15% final exam (grammar), 45% writing. The way teachers arrive at these percentages is up to them—they may split each writing assignment into a grammar and writing component for a grade (for example, 30/55 for grammar and 40/45 in writing), or they may wish to give separate grammar tests in addition to writing assignments.

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 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.” This final will be worth 15% of the total grade.

4. If you wish to continue using chapter grammar tests from *Inside Writing*, they will be 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.

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.

7. Stan Levy and Sue Musgrove from Reading Services will be contacting all English 10 instructors in a few weeks to see if these instructors would like a classroom presentation about Palomar’s reading classes and their benefits for our developmental students. The department encourages you to take Stan and Sue up on this offer, which has far-reaching benefits for our students.

I hope you all have a positive experience this semester here at Palomar. Please be sure to let me know if I can help in any way or if you have any questions.