

Instructions for Peer Review and Individual Writing Conferences

Receiving and engaging with feedback on your writing is an essential step to drafting a strong paper. To best prepare for feedback, please follow the instructions below and on your Peer Review form carefully.

1. By **5pm on Friday, July 23**, upload your draft to the appropriate Box folder. Upload either a PDF or a Word doc. Either way, use the following convention to name your file:

YourLastName_YourFirstName_Draft1

2. By **5pm on Friday, July 30**, upload your peer review forms to the appropriate Box folder. You should complete two peer reviews, one for each writer whose last name comes most proximately before your own. Use the following convention to name your peer review files:

Writer'sLastName_PeerReview_YourLastName

3. By **5pm on Tuesday, August 3**, upload your revised draft to the appropriate Box folder.

- a. Put a note at the top of your document explaining the following:
 - i. What stage the draft is in and what still needs to be added
 - ii. Broadly, what revisions you made to your first draft
 - iii. 2-3 types of feedback would be most helpful
- b. Use the following convention to name your file:

YourLastName_YourFirstName_Draft2

4. Schedule a time to meet with me to discuss your draft. These meetings will take place Wednesday, August 4-Friday, August 6 on Zoom. You can schedule your meeting here: <https://calendly.com/e-lenaghan>
5. Please be sure to read over your draft prior to your meeting with me so that it is fresh in your mind and you are ready to discuss it.