

# How the Writing Fellows Program Works in 2020-2021: Information and Instructions for Faculty



*We're so glad you've chosen to utilize USU's Writing Fellows Program this year!*

Because the program has shifted into a virtual modality, please consult the following to help you better understand how Writing Fellows (WFs) will be assisting students and the important role faculty play in facilitating this support.

## Providing Your Students with WFP Access

Canvas shells unique to each course have been designed to provide your students with WFP support. These shells are not tied to Banner, nor your course's own Canvas shell; rather, they provide a space for WF/student interfacing.



Because the WFP shells are not tied to Banner, your students will be enrolled by the Lead WF serving your course through student A#s.

**This can occur through your choice of one of two ways that require your action:**

- 1) by you adding your WFs to your course as TAs, or
- 2) by you providing your Lead WF with a course roster containing student A#s.

The former option is preferable, as it also provides WF access to your syllabus and schedule, writing assignment descriptions, any rubrics or student models, and any special instructions you've provided your students about their writing.

Once you've provided your Lead WF with access to student A#s and your students are enrolled in the WFP Canvas shell designed for your course, students will receive a WFP Canvas course invitation. This will occur automatically upon enrollment and students can access the shell through their own Canvas dashboards.

## Timeline

### ❖ By Week 1:

- As early as possible, faculty provide WFs with access either to their own Canvas shell or student A#s and course information (see above).
- Faculty and WFs schedule and conduct a brief meeting to discuss course writing assignments, scheduled deadlines, and faculty expectations for student writing.

### ❖ By Week 2:

- Students receive an invitation to the WFP Canvas shell they'll use to work with WFs.
- Faculty provide the "Information and Instructions for Students" document to students, clarify how their participation is tied to course grades, and invite students to explore the WFP shell for more information about the program and the WFs they'll be working with.
- Faculty communicate to students the deadlines for uploading of writing assignments into the WFP course shell, ideally 2 weeks in advance of the date students are expected to submit final drafts to the professor for evaluation.

### ❖ Variable Dates Throughout the Semester:

- Faculty remind students about WFP draft submission deadlines and conference appointment scheduling.
- Students work with WFs to improve their writing through Canvas and Zoom.
- Faculty notify the WFP Director of their interest in Spring 2021 course WFP support.

### ❖ By Week 15:

- Faculty instruct students to complete WF evaluations through the WFP Canvas shell.