

## Programme Schedule for the Writing Fellow Programme su se 23

Planning period	Title	Agenda	Scope
Beginning - middle March	First meeting Programme coordination   lecturer	<ul style="list-style-type: none"> <li>Getting to know programme coordination   lecturers</li> <li>Agreement on offer and expectations and needs</li> <li>Agreement on writing tasks/input/feedbacks</li> </ul>	ca. 1 hr
Middle - end of March	Second meeting WF   lecturer	<ul style="list-style-type: none"> <li>Arrangement of detailed schedule</li> <li>Agreement on scope and dates of inputs/feedbacks</li> </ul>	ca. 1 hr
One of the first sessions	Course introduction	WF introduces the programme in the course and her-/himself as a companion for the semester	10-15 min.
<p>Depending on your own preference and the writing intensity of your teaching during the course, a stronger emphasis on inputs or feedbacks:</p> <p>1 1 input (max. 90 min.) and 1 feedback (written and/or oral)</p> <p>2 2 feedbacks (written and/or oral) on two writing assignments each during the course (e.g. building on each other like exposé and rough draft of introduction, or the same text type twice as an opportunity to deepen/improve the text type)</p> <p>Please indicate your option on the application form.</p>			
Semester (according to agreement)	Input (Option 1)	WF gives input on the previously agreed upon topic to the agreed upon extent	depending on need/interactivity/weighting 15 min.-90 min.
Semester (according to agreement)	individual feedback	Verbal and/or written feedback from the WF on the students' submissions according to prior arrangements	<ul style="list-style-type: none"> <li>30 min. oral feedback (max. 60 min possible, without written FB)</li> <li>written feedback: approx. one-page text feedback</li> </ul>
July – September	Final- and reflection meeting Programme coordination   WF   lecturer	All three meet for an exchange about the past semester and the programme	ca. 1 hr
<p><b>Please keep in mind that the size of your course also conditions the WF's deployment options. If feedback is desired, 10-12 students per WF is realistic.</b></p>			

Are you interested in participating with your course? Please complete the application form on the Writing Fellow Programme website and return it to **alyssa.schmid@uni-potsdam.de** by **28<sup>th</sup> of February 2023**. Thank you!