

Programme Schedule for the Writing Fellow Programme summer 23

Planning period	Title	Agenda	Scope
Beginning - middle March	First meeting Programme coordination lecturer	<ul style="list-style-type: none"> Getting to know programme coordination lecturers Agreement on offer and expectations and needs Agreement on writing tasks/input/feedbacks 	ca. 1 hr
Middle - end of March	Second meeting WF lecturer	<ul style="list-style-type: none"> Arrangement of detailed schedule Agreement on scope and dates of inputs/feedbacks 	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.

Depending on your own preference and the writing intensity of your teaching during the course, a stronger emphasis on inputs or feedbacks:

1 1 input (max. 90 min.) and 1 feedback (written and/or oral)

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)

Please indicate your option on the application form.

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"> 30 min. oral feedback (max. 60 min possible, without written FB) written feedback: approx. one-page text feedback
July – September	Final- and reflection meeting Programme coordination I WF I lecturer	All three meet for an exchange about the past semester and the programme	ca. 1 hr

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.

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 **28th of February 2023**. Thank you!