

For Instructors:

- The RooWriter may be required as a **prerequisite for enrollment** in a course. [The classic case is a Writing Intensive course, but any course may so use the RooWriter.] If so, the fact that the instructor will have access to a student's most recent RooWriter essay while he or she is enrolled in the course is mentioned in the syllabus. (FERPA requirement)
 - The RooWriter may be required as **an assignment within a course**, provided:
 - The fact that the instructor will have access to a student's most recent RooWriter essay while he or she is enrolled in the course is mentioned in the syllabus. (FERPA requirement)
 - It is only used as a general writing diagnostic and not a graded part of the course.
 - It is assigned only once within the course.
 - It is assigned in the first week of the course (preferably on the first day) to allow time for evaluations to be completed within the first 5 weeks of the semester.
 - In the queue of submitted, but not yet evaluated RooWriter essays, those essays by students enrolled in classes having the RooWriter as a course assignment are assigned Priority 1 by the RooWriter over essays by other students. The reason for this is that such essays must be evaluated within the restricted time frame of the class.
 - Since any student is free to choose to write a RooWriter essay on any currently posted Reading Packet, an instructor may at most recommend students choose a particular posted Reading Packet.
 - For more influence, an instructor may submit a proposed Reading Packet online through the RooWriter web site (at least one month before the end of the previous semester) for approval by the Coordinator of Writing Assessment, which if approved could be posted by the time the course begins, and could then be recommended to students by that instructor. [One limitation: No Reading Packet will be posted until there are at least two Evaluators certified for it. A RooWriter Evaluator chooses to be "certified" for at least two specific existing Reading Packets and only evaluates essays written on those chosen Reading Packets. Being "certified" for a Reading Packet means an Evaluator has read all the documents in that Reading Packet, and is trained in the associated Citation Style.]
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For Administrators:

- RooWriter essay data may **not** be used to evaluate the job performance of any instructor or to evaluate the effectiveness of any individual class.
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