

Revision Policy Business 100W

Quick Facts: You may revise **paper #1**. If you elect to do so, you may work with either your TA or the instructor. The revised paper, along with supporting documentation, must be submitted as a hard copy only by **December 5th**, right before or right after lecture. Revisions will not be accepted after that date.

The Details: Revision is an integral part of the writing process—it is an opportunity to respond maturely and productively to feedback and to put that feedback into action to produce a more refined product.

To that end, we are offering you the opportunity to revise paper #1 for the possibility of a better score. In deciding whether or not you intend to revise, you need to consider some factors beyond just the original score, including where and how you can make the most gains and how much time you have at this point in the quarter to undertake substantive revisions.

Process: If you choose to revise, carefully read through the feedback you received. Then, write two paragraphs (3-5 full sentences each) on the second page of this policy. The first paragraph describes where you can make improvements—where you received critiques on the original paper. The second paragraph discusses how you plan to make those improvements—what approaches you plan to take to strengthen your writing.

Once you have written those paragraphs, meet with either your TA or with the instructor—it is up to you—to discuss how you plan to proceed. You must meet with either your TA or the instructor and get their signature on the paragraph page. *Revisions without a signature will not be accepted.*

When you have completed your revision, you will turn it in to either your TA or to the instructor (whoever you worked with in revising). It must be submitted no later than **December 5th** before or right after lecture. The revisions will be submitted in hard-copy form only; *do not resubmit to SafeAssign.*

Your final submission needs to either be binder-clipped together or submitted in a two-pocket folder and must include your original, scored paper; your two revision paragraphs with instructor or TA signature; and your revised version of the paper

General Rules:

- You must have the paragraphs in hand in order to have a revision meeting, and you must meet with the professor or TA to be able to submit a revision.
- The revision can only be on a paper you have submitted—a revision cannot take the place of an assignment that was not completed or is in the SCAIP process.
- Penalties assessed on earlier assignments still stand.
- The revisions will be graded holistically; no comments or other feedback will be added.

A Final Note: Revisions are meant to be substantive; the process cannot be treated in the same manner as filling out a checklist. If a comment or correction is made in one location, the entire paper should be carefully scrutinized, and that feedback should be applied throughout the paper.

It is entirely possible that a paper will not make significant gains in terms of points (or not change at all). This is often, but not always, the case with papers that made minimal changes before submitting. Take the process seriously—it will assist you both in terms of points and in becoming a stronger, more proficient writer.

NAME:

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Please complete this sheet and submit it with your original (graded) draft and your revised paper either binder-clipped together or in a two-pocket folder. This sheet must be signed by your TA/instructor to be accepted for grading.

I am revising essay #1, and my original score was _____ / 75

First Paragraph:

Second Paragraph:

TA/Instructor signature: