

HSU and Eighth Grade Student E-Mail Directions

Please follow these directions when engaging in the e-mail process.

- **HSU Students - Initial E-Mail Procedure.** After you read the rough draft of the paper(s) assigned to you, please e-mail your student group and include the following information.

1. **Introduction.** Provide a very brief (3-4 sentences maximum) biographical introduction of yourself. Your first name, your year in school, where you grew up, your major and interests. **Be sure to include your e-mail address** so that the students can respond directly back to you.
2. **Comments.** Make a few positive comments about the paper that begin with the sentence, "I really liked..."
3. **Questions.** Ask a few questions about any part of the paper that you would like clarified by beginning the sentence, "I am puzzled by..."
4. **Suggestions.** Provide a few suggestions for improvement by saying, "I suggest..." Be sure you explain why you have made the suggestion and how it might improve the paper.

Be sure to send a copy of your e-mail to Dr. Olson-Raymer at go1@axe.humboldt.edu. This is necessary in order to receive extra credit.

- **Eighth Grade Students Response**

1. Write several sentences that respond to the comments, questions, and suggestions that the HSU student provided. Then, e-mail these sentences directly back to the university student with whom you are corresponding.
2. Make corrections in your paper that relate to these comments, questions, and suggestions.
3. Resubmit your paper with changes to your teacher.

- **HSU Students - Second E-Mail Procedure.** After you read the final and corrected copy of the student paper(s), please do the following.

1. Respond to the list of seven questions that follows and then send your responses via e-mail to the eighth grade students. **Be sure to e-mail** a copy to Dr. Olson-Raymer.
2. Write a very brief couple of sentences that explain any significant changes and/or improvement you noticed in the final paper versus what you read in the rough draft. Be positive and upbeat!