

From: [Okpalaoka, Chinwe](#)
To: [Leslie Tannenbaum](#)
Cc: [Vankeerbergen, Bernadette](#)
Subject: Feedback on your Freshman seminar proposal
Date: Monday, March 07, 2011 12:00:53 PM

Hello Dr. Tannenbaum,

Your proposal to teach a Freshman seminar was reviewed last week and was APPROVED with some contingencies. Please see below for details. I encourage you to revise and return your proposal as soon as you can.

- **There is a typo in seminar title: “documetary”**
- **Since this course will be S/U, it should be numbered ASC 138. ASC 137 is for letter graded seminars**
- **Give more specifics about grading information. What will be deemed S or U? Also, there is a typo in “Grading paragraph”—“a satisfactory grade is contingent upon your completion of all the course assignment and a showing . . . “**
- **Assignments: Specific information about the expectations, length, and format of all assignments is required.**
- **Define attendance policy further. Does it count for part of grade? What is threshold?**
- **Weekly schedule: Week 2: “Ashbery” should read “Ashberry”; Week 9: typo: “documentay”**
- **Use large font for disability statement: recommended 16 point font.**

Sincerely,

Chinwe

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Adopt the pace of nature: her secret is patience. ~Ralph Waldo Emerson