

Carolyn Samuel, formerly a Senior Faculty Lecturer at the McGill Writing Centre, kept a bank of example assignments—strong and less strong—for students to explore and critique in class. To ensure that she always had enough relevant examples, she sent a version of the email below at the end of every course she taught.

Hi Everyone,

Your final assignment grades have been posted to myCourses. Final course grades will be posted to Minerva in a few days.

I had asked for submissions of your Analysis Application Essays and Extended Definitions to use as examples for students who take this course in the future. Your work would be shown on-screen during class time only and not posted to myCourses. Note that if the class is video recorded, your work would be part of the recording.

If you are willing to let me use your work as a model, please email me a copy of your revised assignment(s), and let me know if you would like your name shown or if you prefer your work to be anonymous.

Thank you for considering my request. All the best for your academic success!

Carolyn

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Details at: www.mcgill.ca/files/secretariat/E-mail-Communications-with-Students-Policy-on.pdf