END OF SEMESTER NOTES

1) READING CLASSES
   a. Reading students are required to take a final departmental exam. For Reading III, remember to assign the two readings for the final (one week in advance of the exam), but do not teach them. You are welcome to provide time and guidance for study groups. In the Fall, the final exam readings are Lame Deer and Erdoes’s "Alone on the Hilltop" (96) and Alexie’s “Superman and Me” (493). In the Spring and Summer, the final exam readings are Lake’s “An Indian Father’s Plea” (453) and Bures’s “Test Day” (510). These are all secured exams so please do not allow students to keep them. You might want to save the last day of class for presentations of Independent Reading Projects (IRPs) and conferences. Some teachers like to hand out paper so students can write a narrative evaluation of the class.

   b. Exemption of Next Level: Students who excel in their level 1 or 2 reading course will be allowed to take the next-level departmental final exam as an instrument for possible exemption at their teacher’s discretion. They must still take their current level final exam; the next-level final exam is in addition to that, not in place of it.

Criteria:
1. Reading Skills 1 – Students must have a final course average of 90 or higher; must have completed all major assignments; and must be in good standing on attendance.

2. Reading Skills 2 – Students must have a course average of 90 or higher following the second exam; must have completed all major assignments; and must be in good standing on attendance. A student with a 90 average after the final exam may be permitted as well; adjust procedure accordingly.

Procedure:
- Teachers may complete an “Exemption Referral” form and give to the student, who may then go to the RW Lab in Camden or Blackwood for assistance. Tutors will have copies of the readings for the Reading Skills 3 final exam, and review packets for both levels. Tutors may provide some assistance to students in explaining new or unfamiliar skills.

- Teachers can administer the next-level final exam to eligible students in their classroom on the last day of the course or through the campus Testing Center if the last day is impractical (i.e., if used for presentation of reading projects or other class activities). If necessary, teachers may contact RW Lab in Camden or Blackwood to help with test administration in the lab.

- Reading Skills 2 teachers must provide eligible students with copies of the Reading Skills 3 final exam readings at least one week prior to the test, or make sure they have been to RW Lab to get them.

- Copies of exam essays (for the Reading 3 final) are available electronically, and exam may be sent to your mailbox. Teachers can contact the department associate for
information on how to access these materials, but students may not be sent to the secretary’s office.

- Exemption based on passing that exam must be noted on the departmental grading documents and the student must be given a completed Departmental Reading Exemption form for use in registration.

c. We now offer a Reading 2 Express course for students who fail Reading Skills 2 with an average of 65 - 69. With your permission, these students are eligible for a 1-credit, 4-day Review Course. Instructors must give eligible students a final grade of RV on the final grading document and in WebAdvisor. When entering an RV grade into WebAdvisor you will be asked to supply an “expire” date; the date to enter is the start date of the upcoming fall or spring semester. At the end of the review course students will be given the Reading 2 final exam again. If they pass with a 70% or above, they can register for Reading Skills 3.

2) WRITING CLASSES

a. Final grammar tests: The students should complete diagnostic post-tests (Mastery Check) on MyWritingLab.com. A hard-copy, 20-question application editing test is available to you if you choose to use it. Contact Andrea Wilson for copies. Please print out the diagnostic report and hand it in with your final grading documents.

b. Diagnostic essays: If you choose to do a first-day writing diagnostic essay prompt please use the provided materials. Many instructors grade this holistically. Please contact your portfolio partner for more information.

c. Final portfolios: Writing I, II, and III: For WSIII, students must submit a portfolio including a cover letter, a timed writing on the special lined paper, and two revised essays (one revised essay must be student edited and one must be reading based). Writing I portfolios only have one timed and one revised essay; Writing II portfolios require a print out of the diagnostic pre- and post-tests completed on the class website, cover letter, a revised essay, and a timed essay. Please re-use the portfolio file folders that you used for the midterm. **Turn in all final portfolios to the department with your end of semester documents (students are NOT allowed to keep them).** Occasionally, a teacher feels a Writing I or II student is really exceptional and should be allowed to try to exempt the next level. The only way to exempt the next level of Writing is to have a student complete a writing portfolio with the exact same specifications as the level desired for exemption. Talk with your portfolio partner at midterm; he/she can provide you with Exemption Referral forms so that the student can get assistance in the process through the RW Lab.
3) **GRADES**

<table>
<thead>
<tr>
<th>Passing grades</th>
<th>Failing grades</th>
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<tbody>
<tr>
<td>A – 90-100</td>
<td>XA – Student never attended class but appears on roster.</td>
</tr>
<tr>
<td>B – 80-89</td>
<td>NA – Student stopped attending and/or missed an excessive amount of classes.</td>
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<tr>
<td>C – 70-79</td>
<td>RV – Student failed Reading 2 with a 65% or above and is eligible for Express Reading 2 course.</td>
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**MP** – The making progress grade can only be given under the following circumstances:
- The student completed all of the major assignments.
- The student attended through the end of the semester.
- The student made progress during the semester.

F – Student has failed the class. Last date of attendance must be submitted as per instructions on WebAdvisor.

The department does not utilize grades of D or I.

You will be contacted if you fail to turn in dates with your attendance grades—the administration really needs these dates to bill for financial aid.

Attendance grades and final grades are due as indicated on the Academic Calendar for Fall 2015 and Spring 2016 (Summer 2016 dates will be distributed later). Count back—if the last day is for conferences, make the final exam the class(es) before that. If the students get a study review session, make that the class before the test. If you are teaching Writing Skills III, make sure you have a meeting date scheduled with your portfolio partner early. If you are unsure who your portfolio partner is, contact Ellen Hernandez at e hernandez@camdencc.edu. Please, during the last day of class conferences, observe a strict protocol to ensure student privacy.

**SUBMITTING GRADES AND GETTING PAID**
Please, make sure you complete the departmental paperwork, as well as submitting your grades via WebAdvisor (log out and log back in to verify that the grades were accepted. As a professional, you must have a printout of your WebAdvisor grades for your own records and you also need one to submit in order to get your final check). Instructions for submitting grades via WebAdvisor are included in this handbook.

The following materials **MUST** be submitted in order to receive a final paycheck:

**Reading Classes:**
- Attendance Folder
- All semester grades (including but not limited to homework, quizzes, tests, etc.)
- Final Grading Document (grids) – provided by department associate
- Print out of WebAdvisor Grading Confirmation

**Writing Classes:**
✓ Attendance Folder
✓ All semester grades (including but not limited to homework, quizzes, tests, etc.)
✓ Final Grading Document (grids) – provided by department associate
✓ Portfolios
✓ Print out of WebAdvisor Grading Confirmation

**Additional Items:** (NOT APPLICABLE TO ALL COURSES, LEVELS):
✓ Unused Materials from the current semester only (exams, Accuplacer forms, etc.)
✓ Reading Exemption Exams (passing or failing)

End of the semester documents may be submitted at the following locations:

- **Blackwood**
  The department associate will provide you with a voucher to pick up your final paycheck in the Dean’s office.

- **Camden**
  Tamara Dixon will accept your documents and forward them to the department associate. Once received, your check will be mailed, unless otherwise noted.

- **Cherry Hill**
  The Information Desk will accept your documents and forward them to the department associate. Once received, your check will be mailed, unless otherwise noted.