

M E M O

To: Faculty

From: English Department

Re: Written Communications Requirement

Date: May 17, 1971

ANNOUNCEMENTS TO STUDENTS: In this packet you will find copies of all the communications made available to the students in regard to the requirement of acceptable written papers. If after reading them, you have any questions regarding the procedure, we will be happy to answer them.

RESULTS: 2ND SEMESTER: This semester 6 (2 from 1 student) papers were turned in. Of these, 4 were accepted. One was returned to the student before it was read so that she could clear up her own inaccuracies in following a format. Another was not accepted because, although it was free of inaccuracies, it was merely a collection of facts without any synthesis or focus. This student received the detailed written comments of three English teachers and had an oral consultation on the paper.

The Dean gave several sophomores a conditional acceptance to upper division, rather than encourage them to write a paper with no other purpose than to fulfill a requirement.

RECOMMENDATIONS: The film strip on research papers is available in the multi-media center for student use, but they will become aware of it only by the recommendations of individual teachers. Manuals for the accepted format are on sale in the bookstore. We recommend that departments make copies available to faculty members.

CONSULTATION HOURS: We would be happy to consult with any teacher regarding the evaluation of papers that her students have handed in. In September we will announce the hours when someone will be available daily for this purpose.

Memo to: Alverno Students
From: Sister Bernarda Handrup, Academic Dean
Date: November 10, 1970
Re: New courses and Changes in requirements

On the schedule of classes for second semester soon to be distributed there are several new courses that have recently been approved by Educational Policies Committee. Course descriptions for these are posted on the main bulletin board.

Two changes in requirements may affect some of your programs.

1) In response to a request from a group of students, this year's seniors may replace the senior integrating seminar (formerly called Man in the 21st Century) with an elective. Any senior who chooses to do this is to present a statement signed by a faculty member indicating that the student has demonstrated her individual ability to integrate her knowledge in several areas. The faculty member may request either written or oral evidence for this. The statement may be presented any time before graduation.

2) This section does not pertain to you
--if you are a student who has already taken En 001 or the equivalent.
--if you are a student who has already filed three faculty signatures indicating you could waive this course.

For other students, the two parts of En 001 (written and oral) have been separated and will be handled as described below:

- a. En 001 as such will no longer be offered.
- b. The development of written communications skills will no longer be localized in a required course. Instead of taking En 001 each student will be required to submit three papers drawn from different subject areas some time before she is admitted to upper division work. Present sophomores who have not yet taken En 001 will need to present one paper from the second semester of this year and, if possible, another from one of their preceding semesters. If you have a question about this, confer with your advisor or with the Dean.

Each paper will have to be approved by a member of the department which represents the field in which it is written (if it is a paper written for a particular course, the approval of the teacher of the course will suffice) and by the English Department. The papers will be filed in the Dean's Office.

- c. Members of the English Department will set up departmental office hours for consultation with students who have not taken En 001 and who need direction in fulfilling the requirement of a written paper. If it will be of help to the student they will also schedule intermittent lectures on aspects of written verbal organization. Students who want a more structured direction in communication can take En 012 as an elective, although this is not an automatic replacement for the requirements described in b.
- d. The speech portion of the En 001 requirement will be replaced by a 1 or 2 semester hour course in speech, Sp 002.

Sister Venard Greve will provide an opportunity to take a test in order to waive the course. Please watch the bulletin board for times for such tests.

ALVERNO COLLEGE
Milwaukee, Wisconsin

February, 1971

MEMO TO: All Alverno Faculty and to Those Students Who Need to Fulfill a Written Communications Requirement

FROM: The Department of English

SUBJECT: Communications Requirement

The following official format for submitting papers to fulfill the written communications requirement applies to all students who have not either taken En 001 or been exempted from it.

- I. Papers should be deposited in a specially marked box in the English Office (Room 418) within the first three semesters of the student's college career.* No paper will be accepted after final exam week is officially over.

So that the student may know when her paper has been accepted (or rejected), the English faculty will place a notice of approval in this box after four weeks. If the paper is not accepted, the student will find it in the box with appropriate comments indicating the reasons for its unacceptability.

The English Office is open daily from 1:10 to 2 p.m. If a student comes at any other time, she should please see Mrs. Diana Piotrowski in Room 423.

- II. All papers submitted must be carbon copies of the original and must conform to one of the following style sheets:

The MLA Style Sheet (Revised Edition), compiled by William Riley Parker
A Manual for Writers of Term Papers, Theses, and Dissertations,
Kate L. Turabian, University of Chicago Press
Publication Manual of the American Psychological Association,
1967 Revision

The student should check with her instructors about which of these formats to follow. In the event that the instructor has no preference, the student should herself choose one of the above style sheets. All style sheets will be available in the Alverno College Bookstore.

- III. Each paper submitted must be accompanied by a mimeographed cover sheet, available in the English Office, properly filled out with the following information:

- A. Date submitted for approval
- B. Brief statement of the original purpose of the paper
- C. Identification of the style sheet followed
- D. Signature of faculty member who accepted the paper; number and title of course for which it was accepted

*Note: The present sophomores to whom this applies must have their single paper in at least two weeks before their acceptance to upper division is reviewed. The 3 paper, 4-week regulations do not apply to them.

ALVERNO COLLEGE
Milwaukee, Wisconsin

COVER SHEET FOR PAPERS SUBMITTED BY STUDENTS
TO FULFILL WRITTEN COMMUNICATIONS REQUIREMENT
FOR ENTRANCE TO UPPER DIVISION

Name of Student _____

Title of Paper _____

Date Submitted for Approval _____

Brief Statement of the Original Purpose of the Paper:

Style Sheet Used _____

Signature of Faculty Member Originally Accepting the Paper

Number and Title of Course (if paper is written for a course)
