



THE UNIVERSITY OF TEXAS AT AUSTIN
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Office of the Chairman
Department of English
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1 December 1981

MEMORANDUM

TO: English Department Teaching Staff

FROM: Joseph J. Moldenhauer, Chairman *JM*

SUBJECT: Submission of student papers at PAR 110

This is a follow-up to a couple of brief memos on the same subject that you received last year.

It is a matter of long-established tradition that teachers can ask their students to turn in written work at PAR 110. But the custom, however convenient it may be for teachers and students, places an oppressive burden on the classified staff late in the afternoons, particularly prior to vacation days and examination periods. Beginning about 4 p.m., students arrive by the dozens wanting to turn in work. They often also want to proofread at the receptionist's counter, to white-out errors with office supplies, to consult dictionaries, etc. Each has to be asked whether the teacher's name is on the cover sheet (usually it isn't, and has to be added). Many "papers" consist of a final copy, loose draft sheets, and a stack of notecards--an ungainly assemblage for transmission through the main office to the teacher's mailbox. Students arriving after 5 p.m. won't accept the closing of the office; if no one responds to their knock, they hunt up a custodial worker or push their paper, note cards, and what-have-you loose under the door.

The worst part of this traditional system is that it places on the classified staff a measure of responsibility for the student's work. If a paper doesn't arrive at the teacher's mailbox, or arrives in incomplete form, the onus falls on the secretaries. Occasional (or at least potential) fraudulent entries on the sign-in sheet can also seem to place the burden of proof on the secretaries.

Let's stop having students deliver papers at the main office.

If you wish to allow students to submit work outside of class meetings, you conduct, ask them to bring it to you during office hours. If you're not concerned about time of submissions, ask your students to slip their

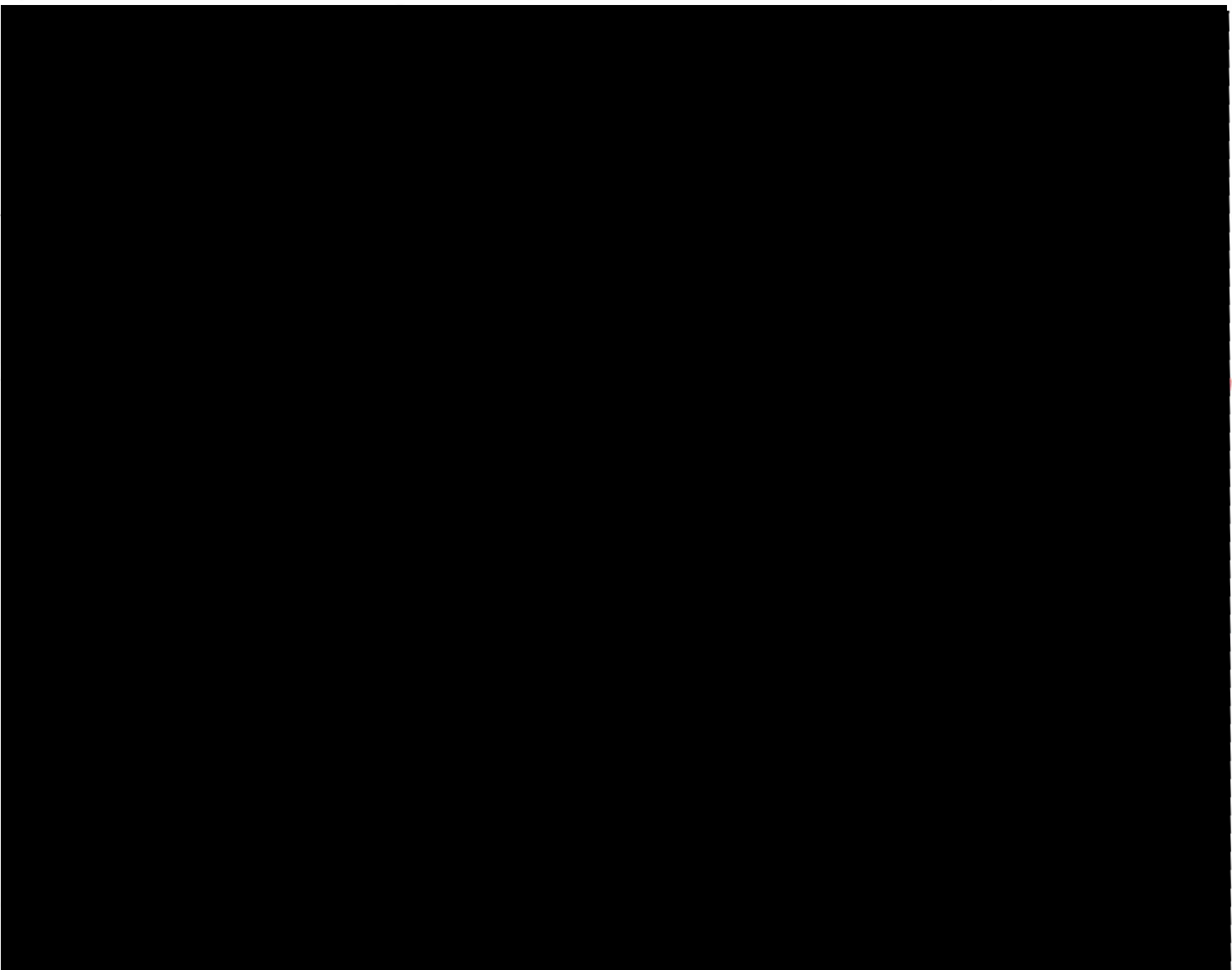
papers under your office door if you're not there. If proof of date/time of submission is important to you, tell your students that you'll respect a postmark on a paper mailed to you. (The delivery of mailed papers in envelopes with addresses is far simpler than the routing of random stacks of leaves from PAR 110 to the mailboxes.)

Any of these approaches will place the responsibility for submission of work clearly on the students--where it belongs--and will ease significantly the late-afternoon difficulties of the classified staff.

Thank you for your cooperation.

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