Overview
In this course, all individual writing assignments will be subjected to a peer review process. This will have at least three benefits. First, you will gain experience with critically reviewing someone else’s work, and providing constructive feedback. Aside from being course learning objectives, these are important life skills that you will mostly likely need in the future. Second, you will have the opportunity to receive valuable feedback and suggestions on your work before you submit it for a grade. This feedback can help you to improve your paper, and may ultimately result in your receiving a better grade and becoming a better writer. Third, when you review others' work, you can feel good knowing that you are helping them to learn and improve.

Peer Review Process
The peer review process we will implement in this course involves four steps, as described below:

Step 1: Submit initial version. Through OSBLE, you submit an initial version of your paper by the established due date. Make sure that you carefully read the assignment instructions and the grading rubric. This will allow you to write a paper that meet the established requirements and has a good chance of being favorably reviewed.

With regard to the initial version of your paper, please note the following:

- If you fail to hand in the initial version of your assignment through OSBLE, your final assignment grade will be subject to a 50 percent penalty. Moreover, you will be unable to participate in the peer reviews (OSBLE won’t let you), so you will not be able to receive any credit for the peer reviews of the assignment.

- Per course policy, you may hand in the initial version of your paper up to two days late, at a penalty of 10 percent per day late. This penalty will be applied to the grade you receive on your final version of the assignment. Assignments handed in more than two days late will still result in your final assignment grade being reduced by 50 percent.

Step 2: Participate in peer review. Once the assignment's initial due date passes, a peer review period of approximately one week begins. All students are randomly assigned to a peer review group consisting of 3 to 5 students, and are responsible for reviewing the assignments of the other members of their group during this period. To do this, follow the steps outlined in the "Online Peer Review Instructions" document. Make sure that you complete all of the reviews assigned to you by the due date.

Step 3: Revise paper. Once the peer review period ends, you will be able to view the peer reviews of your paper. If your reviewers did their job, you should receive helpful feedback on your work, as well as suggestions for how to improve it. You now have roughly one week to revise your paper, taking the suggestions and feedback into account.

Step 4: Submit revised version. By the due date, submit your revised paper through OSBLE. This revised paper is the one that will be graded by your teaching assistant.

How Your Paper will be Graded
Your teaching assistant will grade your paper using the same rubric used in the peer reviews. Through OSBLE, you will be notified when your paper has been graded. You will then be able to view the grading rubric filled out by your TA. If you feel you were graded unfairly, you have one week to participate in a grading discussion through OSBLE; do not send e-mail or talk in person with your TA.
**How Your Peer Reviews will be Graded**

Recall that peer reviewing is worth 10 percent of your course grade. Your peer review grade will be based on a combination of (a) the percentage of peer reviews assigned to you that you actually submit (weighted 40 percent); and (b) the quality of your peer reviews (weighted 60 percent). To determine (b), your TA will randomly pick one of the peer reviews you completed for each assignment, resulting in a sample of roughly 33 percent of all of the peer reviews you submit for the course. For each peer review that is chosen for assessment, your TA will complete a structured peer review assessment rubric available in the "assignments" area of the course home page. The average of these assessments will then become the basis for your peer review quality grade (60 percent of your overall peer review grade) for the course.

Because you will not know in advance which of your peer reviews will be assessed, we urge you to perform high-quality peer reviews of all course assignments. We also urge you to carefully read the peer review assessment rubric, so that you know how you will be assessed.

**Summary**

In summary, the peer review process being implemented in this course presents you with a valuable opportunity to learn. The time you put in to completing high-quality peer reviews that meet the criteria of the peer review assessment rubric will not only help students in this course to improve their papers, writing, and critical thinking skills; it will also help you to improve your skills in performing critical reviews and giving constructive feedback. In the end, everyone benefits: students whose work you review will appreciate the thoughtfulness of your reviews, motivating them to improve their work. You will also benefit because you will know that you are helping others learn while also honing your own review skills.