

History 492H, Spring 2003  
Prof. Ogilvie

## **Guidelines for e-mail responses**

At the end of each week, with a few exceptions, I would like you to reflect on the week's readings and discussions and send me a short (1-2 paragraph) e-mail letter noting a one or two points. The goal of this exercise is to promote more reflective learning and for me to get a sense of what the class as a whole is thinking.

The e-mail should be sent to [ogilvie@history.umass.edu](mailto:ogilvie@history.umass.edu), with the subject line "History 492H response" (it would be helpful to include the date, but it's not necessary since the e-mail will have a date and time stamp).

Response e-mails are due on the following dates:

Feb. 7	Apr. 4
Feb. 14	Apr. 11
Feb. 21	Apr. 18
Feb. 28	Apr. 25
Mar. 7	May 9
Mar. 28	

## **What to write**

I want your reactions—not your immediate reactions (unless you think they are especially important) but your reactions after you have time to reflect. Here are some questions to consider as you write your response:

- What is the most important thing you learned?
- What was most surprising to you?
- What question or questions would you still like answered?
- Were you dissatisfied with anything? Especially satisfied by something?

## **Assessment and grading**

I don't want to discourage thoughtful reactions. Hence a good-faith response that shows that you did the reading and paid attention to discussion will get an A. Late responses will be treated as follows: you will get only half credit if I don't receive the response by the Monday after it is due (i.e. three days late). You will get no credit if I don't receive the response within a week. You may miss one response without penalty.

## **My responses**

If your response seems to warrant it, I may respond to you personally. I may also send a general response to the entire class. If I do so, I may quote or summarize some students' responses; I will not mention any names unless I get the author's permission to do so.

If you have any questions about this requirement, please ask!