

Updated 8/9/11: Suggested template for making contact with students when you are facilitating online peer review

Dear Writer,

My name is [fill in here] and I am [fill in details about your involvement in the CWP and major, if desired]. I will be facilitating the peer review process in [include class here].

[Include a blurb about the process and what to expect, and what you will/will not be doing (e.g., proofing, commenting on content, etc.) Add relevant details about where to post materials, and how to reach you.]

The first peer review is on [include a date, and remind them of relevant deadlines]

The instructions for review are [include a link to the relevant place].