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|  | **DOCUMENT PARAMETERS** | **COMPLETION** |
| **In-Text Comments** | Identifies 1-2 Higher Order Concerns | ☐ Completed  ☐ Discuss  ☐ N/A |
| Identifies 1 Lower Order Concern | ☐ Completed  ☐ Discuss  ☐ N/A |
| Spreads comments across document when possible | ☐ Completed  ☐ Discuss  ☐ N/A |
| References prompt, genre, or course conventions when applicable | ☐ Completed  ☐ Discuss  ☐ N/A |
| Includes all comments as part of a purposeful series (no random/one-off comments) | ☐ Completed  ☐ Discuss  ☐ N/A |
| Highlights text appropriately and specifically | ☐ Completed  ☐ Discuss  ☐ N/A |
| Uses narrow, accurate, bolded comment-series titles | ☐ Completed  ☐ Discuss  ☐ N/A |
| Uses **B**, *I*, U, and/or highlighting purposely to improve readability | ☐ Completed  ☐ Discuss  ☐ N/A |
| Links to appropriate resources in comments but doesn’t rely upon them | ☐ Completed  ☐ Discuss  ☐ N/A |
| Writes comments in complete, proofread sentences | ☐ Completed  ☐ Discuss  ☐ N/A |
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|  | **DOCUMENT PARAMETERS** | **COMPLETION** |
| **Explanatory Letter** | Uses block letter format | ☐ Completed  ☐ Discuss  ☐ N/A |
| Addresses the student by name | ☐ Completed  ☐ Discuss  ☐ N/A |
| Begins with praise (see next) and closes by thanking student for submitting | ☐ Completed  ☐ Discuss  ☐ N/A |
| Gives specific and genuine praise for the student’s draft—references previous sessions or drop box feedback if possible | ☐ Completed  ☐ Discuss  ☐ N/A |
| Uses bulleted list + explanation/rationale to identify both HOC(s) and LOC | ☐ Completed  ☐ Discuss  ☐ N/A |
| References student concerns that weren’t addressed, provides rationale | ☐ Completed  ☐ Discuss  ☐ N/A |
| Identifies any pressing issues that still need attention but weren’t addressed | ☐ Completed  ☐ Discuss  ☐ N/A |
| Invites resubmission if relevant to deadline | ☐ Completed  ☐ Discuss  ☐ N/A |
| Closes with name, title, and affiliation | ☐ Completed  ☐ Discuss  ☐ N/A |
| Writes in complete, proofread sentences | ☐ Completed  ☐ Discuss  ☐ N/A |