Step 1. Choose a seminar that interests you and obtain your preceptor’s approval.

Step 2. Attend the seminar.

1 week at most

Step 3. Submit a draft of the report to Tasha (use provided cover sheet).

Tasha forwards the draft to your preceptor, who evaluates it and recommends that you go ahead with or without the help of the English department.

1 week at most

Tasha notifies you of the decision. You now have two weeks to complete the assignment.

2 weeks at most

Step 4. Iterate with your preceptor (and writing tutors if so instructed).

Step 5. Turn in your final version to Tasha (use provided cover sheet).

Tasha forwards the report to your preceptor, who grades it.

1 week at most

Tasha returns the graded report to you (check your mailbox).