

Peer Review Instructions

The following concerns your **Peer Review** assignment. By the end of **Session 3** (Week 5 or 6 of the semester, the deadline depends on whether your class takes part during the even or odd weeks of the semester), you will have received an email from the Peer Review application which is used for the assignment; check your spam folder or your email forwarding settings if you cannot see the email. Please follow the link in order to complete the assignment.

As you know, the assignment has two parts. For the first part, please upload your formal email into the Peer Review application. In the second part of the assignment, provide feedback to two other email randomly chosen by the application and then upload them to Peer Review.

Deadlines (odd OR even weeks):

Part one - November 22, midnight OR November 29, midnight

Part two - December 6, midnight OR December 13, midnight

General guidelines:

- Please use a generally supported file format for your writing (ideally *.docx or *.pdf).
- You do not need to write your name or UČO in the formal email.
- Do not forget to read the assignment prompt in the IS Study Materials or in the Interactive Syllabus.
- Make sure your letter meets all the requirements!
- Please use a commentary/revision function to provide feedback to your peers.
- Provide detailed feedback while writing your peer reviews – what kind of feedback would you like to receive?
- Be constructive in your peer reviews – provide not only an overview of mistakes or suggestions for improvements, but also highlight good choice of words, etc.

One more reminder: please do not forget that failure to submit your letter or the feedback in a timely manner will result in failing the class!