# **Project #1, Part 2: Self-Assessment Memo (Week 15)**

The purpose of this assignment is to assess how you approached your goals for the course. To do this, you will review your Course Goals Memo, along with each of the major projects you completed this semester (Career Documents, Correspondence, Proposal, Report) to assess your progress towards the goals you’ve set. You will briefly recap what you hoped to accomplish this semester in ENGL 30503, then review how well you did on each of these goals, using your major projects as evidence. **Your Self-Assessment Memo should be 500-750 words.**

**To get started**, you should gather your materials for the major projects, including rough drafts, final drafts, and all feedback you received in peer review and on Blackboard. Remind yourself of your personal goals for the semester by rereading your Course Goals Memo from Week 1.

Next, review your materials for Major Projects 2-5 (Career Documents, Correspondence, Proposal, Report). As you do this, take notes about how your work on these documents shows progress towards your goals. These notes will help you create the “evidence” for your Self-Assessment memo.

Once you’ve assembled your materials and made some notes, decide which evidence relates most convincingly to the goals you set for yourself in this course.

**When you’re ready to begin** the writing process, think about the following:

* How would you evaluate your progress towards your goals this semester? Where did you succeed? Where did you fall short?
* What action did you take this semester that helped you meet your goals?
* What “evidence” from your Major Projects supports your assessment of each of your goals? For example, does your Proposal (Project #4) show how you learned to manage time during a research project? Does your Report (Project #5) show that you learned new document design skills?
* What skills will you continue to work on after this course?
* What skills or information did you learn that will be most helpful for you as you continue in your major or career path?

## Format & Layout

For this assignment, you should follow memo formatting. You can find explanations and models of this format in both of your textbooks in the following locations:

* *Practical Strategies for Technical Communication*, Chapter 9: Corresponding in Print and Online, “Writing Memos.”
* *Handbook of Technical Writing*, “Memos.”

[Insert any additional information about how you want students to format their paper. As the instructor, you can add more specificity to the prompt but do not change the scope or rigor of the assignment.]

Final submission should be **uploaded on Blackboard** as an Adobe PDF or Word file.

## Sample Assignment Outline

* Header
  + To: line
  + From: line
  + Date
  + Subject: line
* Introduction
  + Briefly review your goals for the semester.
  + Give a short summary of what you learned this semester.
* Goal #1
  + Explain your goal in clear, precise language.
  + Evaluate how well you accomplished this goal, using evidence from your Major Projects.
* Goal #2
  + Explain your goal in clear, precise language.
  + Evaluate how well you accomplished this goal, using evidence from your Major Projects.
* Goal #3
  + Explain your goal in clear, precise language.
  + Evaluate how well you accomplished this goal, using evidence from your Major Projects.
* Closing
  + Talk briefly about the most important things you’ll take with you from the course this semester.
  + Closing line (“Sincerely” or “Cordially” are good choices for formal memos, though depending on how you know your reader, you could also choose “All the best,” or “Thanks.”)
  + Your name or initials

## Due Dates

|  |  |
| --- | --- |
| **Project Stage** | **Due** |
| Final Draft | [MM-DD] |

## Final Submission Checklist

* I have briefly reviewed the goals I chose for myself in the Course Goals Memo.
* I have evaluated my success at accomplishing each goal, using evidence from the Major Projects I did this semester.
* I have used memo formatting.
* I have formatted my assignment [as my instructor has described.]
* I have saved the document as a .pdf or .docx file for submission.