

## **EVALUATION MEMO**

English 277 S01 – Technical Writing

**TO:** Amber Jensen

**FROM:** Adam Stammer

**DATE:** May 1<sup>st</sup>, 2018

**RE:** Self Evaluation

This memo entails my own self review of my academic performance within the Technical Writing class in the spring 2018 semester. It was written as part of the final examination for the class.

### **Individual Performance**

I am mostly pleased with my individual performance. I consistently attended class with the given work completed to my own satisfaction and never felt my grade inadequately represented my ability and performance. I do feel that I have learned more about communication within technical fields, especially when it comes to purpose. Style and form have always been some of my stronger skills but they also improved this semester. Thinking of the purpose of a piece has greatly improved every aspect of my technical and non-technical communication. I've also noticed its application outside of this class and begun to apply it as such. There were a few occasions when I did not do my best, such as not reading the assigned book material, or the one time I missed class. While these infractions were minor, they could've and should have been avoided.

### **Class Participation**

Participation within the classroom has always been one of my strong suits. In the past I was more often than not the one leading the discussion, the one asking questions, and unfortunately too often the one who distracted the class. This semester, and even this year, I participated very little. It remains one of my larger regrets of recent. Once I realized my lacking participation I began working to correct it and truly feel I have made progress, in each of my classes and social situations. One of the greater steps within this class was the proposal peer evaluation that the class created as a group. One person in the group attempted to take charge of the task but was left hanging. I helped steer the conversation and 'got the ball rolling'. I very much feel that I had a hand in the end result of the peer evaluations and I am rather proud of that. I may not have participated as much I wish I had but I am certainly improving.

### **Group Participation**

In group projects I am overall pleased. I always did my fair share of the work, occasionally even more. I've never felt that my contribution to group projects was lacking or misplaced. On both of the group projects we completed (instructions and proposal) I had the most prior knowledge of the subject making it only practical that slightly more of the workload fall on me. I expected this and even welcomed it. I did make sure that the work was as even as possible, though, and not simply a reflection of only my work and knowledge. On the proposal I also had to face a bit of a time crunch as both my partner and myself became very busy during the assignment work schedule, my partner more so. This left a little more slack that I had to pick up, but it was certainly nobody's fault or shortcoming. I faced the issues as they arose and do feel I've learned and grown from doing so. My only slight misgiving is that for both projects I had the same partner. I do not regret the partner I chose in the least, but we have been friends for years. This meant that I did not gain experience in working with strangers or even

people I did not care for, which is common enough in the workplace that the experience would have been valued. It could have made things considerably more difficult but I believe I would've learned more as a result.

Overall I am pleased with my performance this semester as I feel that I have learned and grown as a student, a professional, and person. I am satisfied that most of the time I did my work to the best of my ability and don't regret any the time and effort spent. However, I recognize that in areas of effort and participation I could've done better. There is always room for improvement and I only wish I would've seen my shortcomings sooner. I have since started working harder on those aspects and take pride in what I have accomplished and the progress I have made. I am convinced that I have improved throughout this semester and will continue to do so moving forward.

Thank you for a positive learning experience.