

Performance Review

Business and Technical Writing

Overview

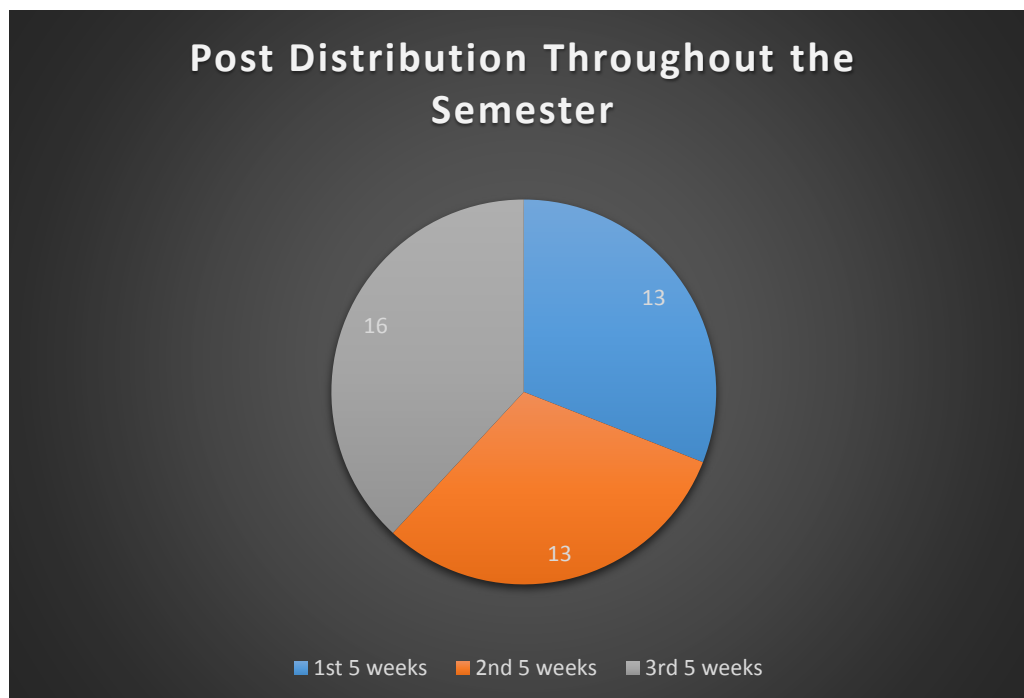
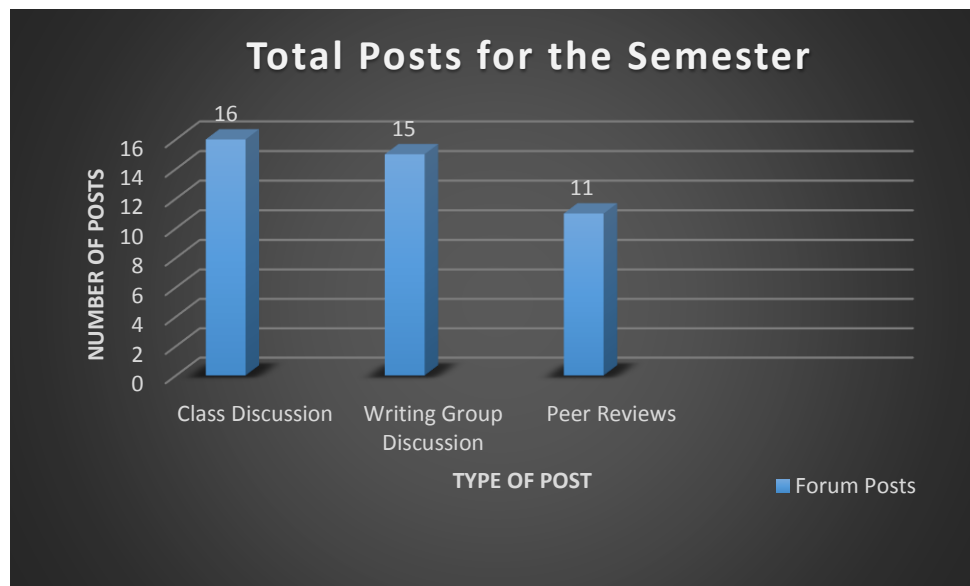
The purpose of this report is to summarize my participation and accomplishments in the Business and Technical Writing course for the spring of 2017. The performance review will be based on the quality of the work submitted and how well I kept in contact with my fellow classmates through the use of an online discussion forum. The review will be graded on contributions, timeliness, consistency, effort, and collegiality of the work and post I have submitted over the course of the semester. These are the main points that will be discussed in this review along with justification for the grade I believe should be assigned for the semester.

Participation

Since the beginning of the semester I have been able to make 42 recorded posts to the Slack posts and peer review posts. However, not all posts were contained within Slack. Most of the peer review posts we made within documents contained in a Google Drive team folder. I reached this amount of posts because it was required by the participation log and allowed me to connect with my fellow classmates. Although the number does seem relatively low since it is the minimum, I was consistent with my posts to the class and team. When we had major assignments due or work that needed to be reviewed, I was usually the first student to give input to the rest of my team. Also, when I was confused with an assignment or instructions, I would post in the main class page so others with the same question can just look at my post and the responses instead of emailing the professor or having to ask other students. When my group had problems or needed input on a decision I would always provide my input or opinion for the subject at hand. This allowed or decisions to be made in a timely manner without any bias towards one particular student. However, some of my posts were not as timely as they should have been. Considering I had another project group on Slack, I would have to switch between the 2 accounts to make sure I was getting all the information I needed out of both. This put me behind in seeing posts from time to time in our class, which made my responses late. After the 10th week of the semester, I began to realize that even though I was consistent with my contributions to the class, I was not making as many posts as I should have been. This explains why a good portion of my participation happened in the last 5 weeks of the course.

Provided are charts that summarize my posts for the semester. The bar graph summarizes the amount of posts I made for each category, while the pie chart summarizes the weeks in the semester I made posts. I split the semester into three 5 week periods.

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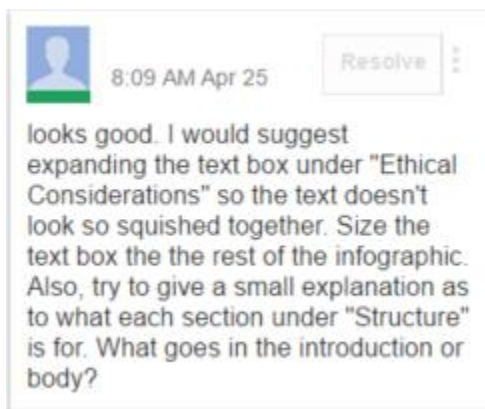
Work Completed

It became very evident in the first group project that our group was not the most motivated. This lack of motivation was noticeable in the work the entire group submitted to canvas for grading. I made frequent posts to Slack regarding how the group members needed to either begin work, or continue work on their sections of the projects because the submission deadlines were approaching. I consider myself an over-perfectionist and at times an over-achiever. This showed when I began working on the assignments. I would always do my part within the

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first week of assignments being assigned, then I would check over my work and add any extra material I saw fit. This allowed for a good portion of time to help review other group members' work and give them peer reviews. However, my peer review numbers are the lowest because most of the group waited until the last minute to submit. However, I made the best of the situation and used the extra time to help everyone else who had completed make sure their work was great quality. This helps back up my claim that I put forth a significant amount of effort this semester, more than others in my writing group. Even though others may not have worked as hard on assignments, all portions of all assignments were completed on time. This meant that everyone participated and deserved to be recognized for it. This is why the Principles of Community were so important. I made sure everyone felt included and no one was harmfully singled out to the whole class or writing group.

Below is a sample of a peer review I made and a sample of some of the work I completed.



Final Remarks

Overall, I believe my participation exceeded the course requirements even though I did not make it completely evident in my participation log. As a student engineer, time management is a critical skill that I am still improving upon. However, with the work I did for my group and the effort and time I put forth in my posts and assignments, I believe that grade of and A is well deserved. I participated constantly throughout the semester and made sure my input was considered for all peer reviewed documents and group/class decisions. Each post helped another student in one way or another because of the sufficient information I included with my posts. This helps backup my performance for the semester. One final note, I completed the class SPOT review before the end of the semester. I have included evidence with a snapshot of my SPOT Survey account, showing that no reviews were available since they were all completed.



My Surveys

No SPOT Surveys are currently available