Technical Writing Performance Review

Summer I 2021

Please complete this form, and submit it in Canvas by 11:59 PM on Friday, July 2.

**Name:**

**Date:**

**Proposed Letter Grade for the Course:   
(Use the VT Grade Scale for Letter Grades with +/-)**

**1. Performance Highlights:** List your most noteworthy accomplishments and contributions to the course during this semester.

**2. Strengths:** Review your Reading, Writing, Discussing, and Tracking work in the course and identify your strengths in accomplishing your work, giving specific examples from this semester.

**3. Challenges:** Outline any work you did not complete or goals that you did not meet, along with any challenges you experienced this term. Explain the circumstances and any steps you took to address those challenges.

**4. Overall Achievement:** Reflecting on your answers to the three questions above, explain how you arrived at the letter grade you proposed for the course.