Due: Friday, May 13, at 1:00 p.m. (with your portfolio)

Write a memo to me in which you assess your work in the class from the beginning of the semester. Your memo should include

- an introduction in which you introduce the content of the memo, including the time period that the memo covers
- a discussion (more information below)
- a conclusion in which you summarize your performance this semester and provide contact information for further questions.

Your discussion section should be your longest section and should address the following:

- your participation in this class—How well have you kept up with the reading? How often have your spoken in class? How active a participant have you been in group discussions and presentations—has your level of preparation for class allowed you to participate fully in group projects or have you relied on your classmates because you have been underprepared? To what extent have you taken the opportunity to discuss your paper and your performance in class with me on class writing days? If you’ve never availed yourself of these opportunities, explain why not. (Do you wish you had? How could these opportunities benefit you?)

- your writing for this class—discuss how you have approached writing for this class for both in-class writing and the writing you’ve done for the formal papers outside of class. What kind of drafting process have you used? How have you incorporated my general comments in class about what your papers should achieve and my specific comments on your drafts into your writing? I have placed no grades on your papers this semester—what might my pedagogical reason for not giving you a grade have been? What happens to your own writing process when you receive a grade? How did you approach revising a paper with comments but without a grade? Was your approach different than it would have been had you received a grade?

- your strategy for finishing the semester successfully—overall, how would you assess your work this semester? What actions have you taken to make sure you finish this semester successfully?