Self-Growth Letter/ Memo

**Self-Growth Memo/ Letter**

First of all, congratulations on finishing this semester. I am really proud of all the labor that you have put into this class throughout the semester. I was especially pleased to see that the labor focus of this class didn’t make you any less serious about the quality of what you have produced. I can tell you with full confidence that the quality I saw in your various activities and assignments might have been even higher than what I am used to from students in the traditional grading approach. Also, really, congratulate yourselves, and celebrate all the labor that you sincerely put into learning this semester despite the stressful time in transitioning to life during the quarantine, and adapting to the new online environment in pursuing your education. One way to celebrate your accomplished labor is by reflecting on your journey throughout the semester, and that’s exactly the purpose of this final reflection. This is not meant to be busy work but rather a thoughtful analysis of your work and progress throughout the semester.

**Requirements**

1. Collect all the material that you have produced and worked with throughout the semester and organize them in a way that would facilitate reviewing that material. Here is how I suggest you organize the material:

• \_Attach every assignment or activity sheet to every single activity that you have performed to fulfill that assignment. For example: bring a [1] major assignment sheet, [2] the first draft and memo, [3] the peer assessment #1, [4] the second draft and memo, [5] the peer assessment # 2, [6] any other activity sheets that helped you work on the major assignment…etc. Repeat this process for every activity or assignment that you have produced. That should give you a chance to see how your work accumulated and developed throughout the semester. **(45-60 minutes)**

• \_Review all your reading responses and activities on Canvas that you might not have hard copies of, but make sure to review these in order from the beginning to the end of the semester and write your notes and reflection about how you grew as a writer, composer, communicator, and active community participant. **(45-60 minutes)**

• \_Collect all your in-class and out of the class notes and reflect on what you have documented there. **(45-60 minutes)**

• \_Read the syllabus and course schedule and think of what you have accomplished **(30 minutes)**

• \_Review your labor log, count your hours of labor, and write a summary about what that tells you about yourself **(30-60 minutes)**

2. Write a letter of **(350-450 words)** addressed to me to discuss a reflection about your growth and what you have learned and accomplished during the semester. **(60-90 minutes)** Here are a few questions that I suggest you answer in that reflection:

• \_How would you compare yourself as a learner, composer, and community member at the beginning of the semester and the end of it? What has changed, and why?

• \_What challenges did you face in this class, and how did you deal with these challenges?

• \_What were the most significant aspects of your learning throughout the semester? What new learning habits have you acquired?

• \_What would you try to change in yourself and the world around you because of what you have learned in this class? Why and how?

• \_What are you going to transfer with you beyond this class? Why and how?

• \_Also, feel free to add anything else that you might wish to say about your learning experience and growth in this class.

• \_Leave the letter to sit for a day at least, then come back and revise it.

• \_Make sure to use a professional memo/ letter template that facilitates readability and accessibility.

(Letter courtesy Dr. Kefaya Diab)