

To: Dale Sullivan
From: Kelsey Ellefson
Subject: Activity Report, English 320 Web-based
Date: December 7, 2004

Time Schedule:

At the beginning of the semester, I created a Gantt chart, which gave a timeline of the major assignments, and by what date I expected to complete those assignments. The chart read as follows:

	<u>Estimated Due Date</u>	<u>Date Submitted</u>
Gantt Chart:	8-31	8-31
Job Search Packet:	10-16	10-10
Test One:	10-6	12-1
Discourse In the Field Paper:	10-21	10-21
Paper on Civic Issue:	11-30	11-24
Activity Report:	12-2	12-7
Final Test:	12-8	_____

For the most part, I followed my initial due dates very closely. Test One was the only major assignment that was delayed. This was due to some personal health problems, but I was able to get myself back on track and regain a steady pace that followed my original estimates. The challenge to this class was keeping yourself on a regular work schedule. If you did not take it week by week and recognize what was expected, it would have been very difficult to complete all of the work. I feel that I disciplined myself quite well. I think it is unrealistic to hold yourself to every date and deadline because life is not predictable, but overall, my timing estimates were met.

Quality of Work:

I feel that I worked hard to maintain a good quality for the work that I submitted. This class, like any other course, is a learning experience. I think I used the smaller assignments between the larger projects as tools to improve the quality of the major

assignments. Looking back on the class, I can see areas where I could have done better, but I feel that I learned from those mistakes, and that will make me more conscientious of my weaknesses in the future. The major assignments received the following scores:

Gantt Chart:	95%
Job-Search Packet:	97%
Test One:	96%
Discourse Paper:	92%
Civic Issue Paper:	95%

Concepts Learned and Improved:

I feel that this course taught many valuable skills and techniques that I will definitely use in my future education. I have rated myself on the following course objectives that were stated at the beginning of the course. I rated my performance on a scale of 1-10; 1 being poor, 10 being excellent.

- Identify several practical genres, their uses, and general characteristics: 8
- Understand theory associated with professional communication and Explain its relevance to tasks at hand: 9
- Manage complex and simultaneous projects: 7
- Conduct research using interviews, electronic searches, and library resources: 8
- Write clear, concise, well organized documents, including reports, various kinds of correspondence: 7
- Design documents using basic design documents: 9
- Use visual support in written reports: 8

I think that if I were to take this class over again, I would be able to rate myself higher in the areas that I lacked in initially.

Self Evaluation:

Over all, I feel that I maintained a fairly good quality of work in a timely manner. As this course progressed, I began to see improvement in my own skills, and I enjoyed the projects that were assigned. I especially liked the required texts for the course. I feel that they aided me in every aspect of the class. Lambrecht's book, in particular really got me thinking about the GMO issue. I think that I am coming away from this course with increased knowledge and skills, which will be exercised on a regular basis throughout my education and professional careers.