

To: Dr. Dale Sullivan
From: Chanda Johnson
Subject: Progress & Activity Report
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Time Line

To begin the semester, I created a Gantt chart that listed all of the major assignments throughout the semester. I did begin to make a chart with my proposed dates and the actual dates that I turned these assignments in. After recapping all of these dates I realized that I was not realistic at the beginning of the semester. The proposed dates that I chose could have been accurate, maybe if I had taken about five credits less than I had.

I feel my timing with the assignments at the beginning of the semester was good, but as the semester went on, I fell more and more behind. I did realize everyday that I had to get this stuff done, but I underestimated the amount of time it was going to take to complete everything. To be completely honest I did have a really hard time prioritizing this course over my other classes. It was easy to put the other classes ahead because of the self-discipline factor. I feel that I should have stuck to my plan at the beginning of the semester and then I wouldn't have had to worry about this class over my whole Christmas break. Worrying about this class became my motivation of completing the rest of the assignments.

Concepts Learned

I feel this class has greatly improved my understanding of how to successfully write letters, memos, papers, etc. I learned a variety of skills that will be useful in whatever career that I choose. I really think the job packet was a great assignment. Learning the concepts of how to correctly apply for a job will be a great tool when I am done with school. The discourse in my field paper really opened my eyes to a wide spectrum of ideas within the insurance field that I never thought of before.

Finally, my favorite aspect of this class was the public issues assignment. I really enjoyed reading Bill Lambrecht's book on genetically modified foods. Coming into this class I had no idea as to what this concept really was. I feel that I have learned a great deal about biotechnology and have also formed a growing interest in genetic engineering. In fact, I was so impressed with Lambrecht's book, I have a couple people in line to read it—I won't be selling it back!

I believe if I go into a class and spark an interest in a certain topic and learn new and correct ways of doing things, I have learned a lot. I really took an interest in virtually every topic that was covered. Even though I apparently didn't understand every topic, that's the price you have to pay when you don't have a teacher in front of you. I have not only learned how to become self-disciplined, but also how I can really accomplish anything I set my mind to. It would have been way too easy to just drop this class when I became behind, but I knew if I really sat down and focused, I'd get through it.

Quality of Work

I feel the quality of my work was good. I feel I put a lot of time into the projects that were assigned. However, I feel that I put the most effort into the discourse in our field paper and the public issues assignment. When I received my grade for my discourse in my field paper I was pretty disappointed, especially with the amount of work I put into it. I was given the option to revise it, and I started to, but I felt too much pressure to get everything else done. I did accept the grade I was given, with understanding of why the grade I was given was given. I felt I would try to do a better job with my public issues assignment.

One thing that I have learned about my quality of work in this course is that I feel I am better at completing short papers. I really had no problem completing any of the little assignments, but when it came to the research papers, I felt overwhelmed and unsure about what was going on. I was always comparing my work with the examples that were posted on the website. One reason for my insecurity is that I've never really had to write the types of research papers I had to write in this class. Even though I could have done better on these papers, I have learned what and what not to do when writing research papers.

Self Evaluation

Overall, I feel that I put a lot of time and effort into this class. Even though my timing (well, to put it bluntly) stunk, I feel that I completed every assignment up to my full potential. Even though I was pressed for time, I still put a lot of thought into every assignment I completed. Even though sometimes, it probably seemed like I just threw something together, I assure, I did try my best. I do think that I should have stayed on track with the assignments that were given, but like I said above, I didn't want to 'throw' things together even though I fell behind. I appreciate the fact that I was given more time to complete my projects and feel it greatly helped me.