

Writer's Progress Plan

20% of Final Grade

this document has been revised from the original to improve readability & clarity

Writer's Progress Plan Due September 15 before class begins

Writer's Progress Update due 11.3.20 by 11:59 PM

Update #2 due the last day of class before class begins

The Progress Plan & Update assignment builds over the semester in a series of 3 steps. Each step is graded out of 100. The 3 steps will go into the same category in the gradebook, so the 3 grades will be averaged together to make up 20% of your grade in the course.

For the Writer's Progress Plan, students will work with the instructor to isolate manageable and specific goals to work on throughout the semester, such as those needed to successfully complete this course and the related course of ENGL 110. Goals will also involve the student's possible major, a possible career field or choice, and more. These goals and the students' progress toward improvement will be revisited, reflected on, and revised throughout the semester. In fact, you will revisit this at the end of the semester as part of your final exam.

Writer's Progress Plan - Due Tuesday, 9.15.20

Open a Google Doc in your Progress Plan folder. Name it Progress Plan.

Step 1

Initial ideas. Use the list below to make a list to get you started on the assignment.

- First, make a list that contains your analysis of your writing strengths and where you might improve. Also list some of your strengths and weaknesses with reading.
- After you get a list, brainstorm your reactions to what you wrote (your feelings about reading and writing)
- Take your list and your reaction and turn it into a paragraph. This will evolve into the first paragraph of the entire assignment.

Step 2

Now that you have a paragraph and lists going, you need to focus. Look at this information on SMART goals. You will make SMART goals next.

Step 3

Create a list of 5 manageable and specific **SMART** goals for the semester. Write out each goal and then describe each using the SMART criteria in the table below. Each goal will have the following sections, so before you start on your first goal, copy and paste the grid below 5 times, once for each goal.

Goal # _____ (put 1-5 here and change for each)
Specific:

Identify the problem or area that needs to be addressed, with one or two sentences that give examples of the problem.

Example of a writing identifying a problem: *consistently run short on page count/word count. For instance, for my final senior project in high school, we were supposed to write a five page paper but I could only come up with three pages and that required me writing a lot of unnecessary sentences.*

Next, restate the above listed problem as an affirmative SMART goal. Think about Who, What, When, Where, Which, Why.

Example of the problem turned into a specific statement:
My goal is to reach the assigned word counts in English 110 without resorting to padding my essay with unnecessary words.

Measurable: How will you gauge whether or not you have achieved this skill and/or are making progress on it?

Achievable: What tools and skills do you need to achieve this skill - what will you specifically have to do and learn?

Relevant: How is this goal relevant to your success in college?

Time-bound: By when in the semester do you want to achieve this goal, at least for the first time? For example, pick an assignment by which you want to have this mastered.

Step 4

Take your five SMART goals out of the grid (but leave the grid in the document) and put the paragraphs together. You will have an introduction and a paragraph or more for each goal.

You will discuss your goals with DrV in a conference and get help on your planning and writing for this work. The grading will be based on the use of specific details and clearly using the SMART goals.

Progress Plan Grading:

Points are awarded out of the number for each section below. Grading will be discussed individually at each individual conference.

Introduction: Fulfill the requirements of the required opening paragraph. (/10)

SMART 1: Strong use of specific details in exploring all 5 aspects of the SMART goal, demonstrating a level of critical thought beyond the most obvious. (/15)

SMART 2: Strong use of specific details in exploring all 5 aspects of the SMART goal, demonstrating a level of critical thought beyond the most obvious. (/15)

SMART 3: Strong use of specific details in exploring all 5 aspects of the SMART goal, demonstrating a level of critical thought beyond the most obvious. (/15)

SMART 4: Strong use of specific details in exploring all 5 aspects of the SMART goal, demonstrating a level of critical thought beyond the most obvious. (/15)

SMART 5: Strong use of specific details in exploring all 5 aspects of the SMART goal, demonstrating a level of critical thought beyond the most obvious. (/15)

Mechanics & Polish: Writing is clear and understandable with use of spell check. (/15)

Writer's Progress Update #1- Due 10.29.20

Create a Copy of your original Writer's Progress Plan and rename it Progress Update.

Step 1: Revise your original list of goals by pre-writing. Use annotating to pre-write:

1. **Annotate comments on your first five goals.** Using the comment function **on the table/planning grid** from your WPP, leave **one comment** off to the side of the table that addresses **any one section** (the S-M-A-R-T aspects) **for each goal**. Highlight the specific part you're commenting on and not the entire table for the goal. (See example above.) You might consider the following:
 - anything that you did in fulfilling the selected part of the SMART goal
 - anything you have *not* yet done towards fulfilling the selected part of the SMART goal, if that applies
 - a specific example you've learned/used/can mention

Step 2: Add two new goals that weren't on your first list of five goals. You should

- come up with these goals by looking at your feedback from this course and from ENGL 110 (specifically, any feedback associated with Paper 1--journals or drafts)
- make two new tables/grids for these two new goals. Name them as Goal 6 and Goal 7
- fill out the the tables for Goals 6 & 7

Step 3: Go to the essay portion of the WPP now. Write two new paragraphs at the end that explain goals 6 & 7 the same way you did for your first 5 goals.

Step 4: Revise your initial opening paragraph:

- Go back and read the introduction you had for your WPP final draft that you turned in.
- Add in your two new goals.

Step 5: Reflect on 2 of the original 5 SMART goals by adding new information (minimum 250 words for each reflection) after 2 of the SMART goals in your original essay. Choose which 2 you want to write about and write paragraphs that

- reflect on the processes, challenges, and difficulties of achieving this specific SMART goal overall
 - Explain how well have you achieved the goal (or not)
 - Explain how this has improved your writing and/or preparedness for future classes, your major, and/or your occupation
 - Include examples for your own writing from 101 and/or 110 as examples of ways you achieved your SMART goals.
 - Quote yourself by copying and pasting your own writing into your micro-essays
 - Paraphrase feedback from DrV
 - Include information from peer review if you want

For the 2 reflections you are adding, make sure they go under (directly after) where you originally wrote about those goals in the WPP.

Tip: Worried about word count? Think about word count as being related to being more specific. If you need to write more, it means you need more examples. Go get them from your writings and your feedback. You have a lot of material there!

Step 6: Write a conclusion at the end (min. 250 words).

- Overall themes in what you have learned so far about writing (tip: looking at journals from 110 might also help you)
- Write about what goals were more successful than others, and why
- Write a closing statement about what you hope to accomplish moving forward with improving your writing

The grading criteria can be found on the next page (moved down for readability). Scroll down to see.

Writer's Progress Final Update- Due 12.10.20

Create a Copy of your Writer's Progress Plan Update #1 and rename it [your last name] Final Progress Plan Update.

Step 1, Planning/Annotation: Reread the copy of the WPP Update from October (which includes the original WPP) and, using the comment function, make six total comments *anywhere* in your WPP on

- What has changed since the last time you looked at your WPP.
 - What goals have you made progress toward?
 - What goals do you think you are still working on into the future?
- Highlight specific examples in your own work that you will be able to incorporate into this final update

Step 2: Add two new goals that weren't on your first list of seven goals. Keep in mind what you "wish you would have done" and/or "what you wish you could spend more time on." You should come up with these two new goals by looking at your feedback from this course and from ENGL 110

- Using any feedback associated with Papers 2 & 3 (visual rhetoric and annotated bibliography)--journals or drafts
- Using feedback & your own evaluation of your work on the VoiceThreads
- Using your own evaluation of your work habits
- Using skills you learned from doing the Team Resource project that you want to continue into the future past this class

Make two new tables/grids for these two new goals. Name them as Goal 8 and Goal 9

- fill out the the tables for Goals 8 & 9

Step 3: Go to the essay portion of the WPP now. Write two new paragraphs at the end that explain goals 8 & 9 the same way you did for your first 7 goals. Highlight the first sentence of each of these new paragraphs in yellow.

Step 4: Revise your initial opening paragraph:

- Go back and read the introduction you had for your WPP final draft that you turned in.
- Add in your two new goals. Highlight these new goals in the introduction in yellow.

Step 5: Add to your conclusion “section.” Think of your conclusion as now having 2 paragraphs. Go to the paragraph before your conclusion (the penultimate paragraph) and add new information **in a paragraph of 5-7 sentences or more (approximately 200 words).**

- Look at the 6 comments you made in Step 1 of this final update & explain your comments
- Include examples for your own writing from 101 and/or 110 as examples of ways you achieved your SMART goals. Here are ways to use examples:
 - Quote yourself by copying and pasting your own writing into your micro-essays
 - Paraphrase feedback from DrV and/or write about conferences/meetings/emails or other communication over the course of the semester
 - Include information from peer review, in-class group work, or work with other students if you want
 - Highlight this new paragraph in yellow.

Tip: Worried about word count? Think about word count as being related to being more specific. If you need to write more, it means you need more examples. Go get them from your writings and your feedback. You have a lot of material there!

Overall Grading Rubric for Final Update

Annotation. (/6 points): planning grid contains 6 comments total. Each comment is worth 1 point.

Goal 8 grid. (/7 points). New goal added with its own grid to plan it. Is specific and complete.

Goal 9 grid. (/7 points). New goal added with its own grid to plan it. Is specific and complete.

Goal 6 paragraph. (/20 points). New paragraph added to original WPP essay. Strong use of specific details in exploring all 5 aspects of the SMART goal, demonstrating a level of critical thought beyond the most obvious.

Goal 7 paragraph. (/20 points). New paragraph added to original WPP essay. Strong use of specific details in exploring all 5 aspects of the SMART goal, demonstrating a level of critical thought beyond the most obvious.

Introduction. (5 points): Revised introduction with two new goals included.

New conclusion section (paragraph before the “old” conclusion. (20 points) This new paragraph uses specific explanations from your writing, overall performance, and feedback.

Proofreading (15 points): shows proofreading throughout that follow grammatical norms for academic and professional writing.

Overall Grading Rubric for Update #1 (left here for reference)

SMART Goals Annotation. (/5 points): planning grid contains 5 comments total (1 per each of the 5 original goals; each comment is specific and with one of the S-M-A-R-T parts of the original table. Each comment is worth 1 point.

Goal 6 grid. (/5 points). New goal added with its own grid to plan it. Is specific and complete.

Goal 7 grid. (/5 points). New goal added with its own grid to plan it. Is specific and complete.

Goal 6 paragraph. (/10 points). New paragraph added to original WPP essay. Strong use of specific details in exploring all 5 aspects of the SMART goal, demonstrating a level of critical thought beyond the most obvious.

Goal 7 paragraph. (/10 points). New paragraph added to original WPP essay. Strong use of specific details in exploring all 5 aspects of the SMART goal, demonstrating a level of critical thought beyond the most obvious.

Introduction. (5 points): Revised introduction with two new goals included.

Reflection paragraph after 2 of the 5 original goals. (30 points) These two paragraphs reflect on the processes, challenges, and difficulties of achieving this specific SMART goal overall. Explanations are specific with quotes from your own writing, examples of your writing, examples from feedback, and if desired, examples from peer review. There will be 2 new paragraphs in your original WPP essay worth 15 points each.

Conclusion (15 points): has themes from your own writing; explains about improving; closing statement; contains examples

Proofreading (15 points): shows proofreading throughout that follow grammatical norms for academic and professional writing.