

Revised Aug 30, 2009

## Overview

The reflection assignment is intended to be a communication exercise with an emphasis on proper writing techniques. You are to account for the work that you have done in the previous month with regard to the production of the yearbook.

Your reflection is to be written using a proper essay format. This includes an introduction; the body, which consists of a series of paragraphs; and a conclusion. Do not write a lead paragraph and do not use a title or subtitles.

Use proper paragraph structure. Begin with a topic sentence, a general statement about what you will be discussing. In your topic sentence, try to draw a connection with the previous paragraph. (You can use a word, phrase or idea, from the preceding paragraph.) The following sentences should be more specific and support the topic sentence. End the paragraph with a general sentence. Therefore, the structure of a paragraph should be general, specific, general.

Each sentence must be complete and grammatically correct. It should include a subject and predicate, and express a complete thought. Correct spelling and punctuation are expected. Do not use any slang or abbreviations.

Regardless of the focus of your discussion, the content should be meaningful. You may include the following information in your reflection:

- how you formed your idea for the page that you have worked on
- problems you may have encountered and overcame
- what it is like to work by yourself or with a partner
- how you followed the theme, and appraisal of the work the you created
- implementing the principles of design.

## Format

- it **must** be word processed..... only
- two sides of an 8 ½" by 11" sheet of paper with one inch margins (2.2 cm) top, bottom, left and right
- Times New Roman, 12 point font
- double spaced
- paragraphs are denoted by indentations: **do not leave extra lines between paragraphs**
- do not use a title or subtitles
- **Hand write** your first and last name on the top right hand corner, so as to not take up extra space.

**Maximum Limit**

- The total content is 2 pages, using the format above.
- **You may be within three lines below the maximum limit, however, anything over the maximum limit will not be read.**
- Please keep in mind that if you go over the limit, you must rework your reflection by rewriting your sentences or paragraphs, or removing content so that you will stay within the limit.
- **If you do not follow the above format, you are automatically outside of the limit.**

**Reflection Rubric**

Level 1	Level 2	Level 3	Level 4
50 53 56 58	60 63 66 68	70 73 76 78	80 84 88 92 96 100
Proper essay format is limited in its implementation; Limited paragraph and sentence structure; Limited use of good grammar; Content limited in meaning; Outside the maximum limit; Not submitted on time	Proper essay format somewhat implemented; Paragraphs and sentences are somewhat well structured; Somewhat good use of grammar; Somewhat meaningful content	Proper essay format considerably implemented; Paragraphs and sentences are considerably well structured; Considerably good use of grammar; Considerably meaningful content	Proper essay format implemented; Paragraphs and sentences are well structured; Good use of grammar; Meaningful content

\* Meaningful content includes having content that is credible. Content is more accurately accounted for when it is written closer to when events took place. Therefore, content loses its meaning meaningful when it is written later in time. The bottom line: don't submit your work late or it will be less credible and meaningful.