ENGLISH 3771 COURSE SYLLABUS Section 1264

Dates: 8/28/2013 to 12/23/2013



Self-Assessment: Advanced Career Writing

Please compose detailed, thoughtful, and legible answers to the following questions. This assignment is graded for completion.

Your name (first, last):	
Telephone (cell):	
City Tech email:	
Courses you are currently taking:	
Current job (where, what):	
Do you have any other responsibilities that may affect you	our coursework? If so please explain:
Please identify your level of experience with the followin	g tools:
 0) I know nothing. 1) I have minimal experience. 2) I use occasionally but am unconfident. 3) I use regularly. 4) I consider myself a "power" user. 5) I could teach a course about this. 	
PC computer:	MS Powerpoint:
Mac computer:	MS Publisher:
The "Internet":	Adobe Photoshop:
BlackBoard Learning System:	Adobe Acrobat Professional:
Computer scanner:	Other digital tools (please list):
Laser printer:	
MS Paint:	
MS Word:	

Please answer the following questions thoughtfully:		
1)	What is a "writing process"? What does your individual writing process look like?	
2)	What work experience do you have? What kinds of writing have you done in your work environment (e.g., reports, emails, invoices, advertising copy, etc.)?	
3)	What do you hope to accomplish in this course?	
4)	What are your expectations of this course and me, your instructor?	