**ENGLISH 3771 COURSE SYLLABUS**  **Section 5559**

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 your coursework? If so please explain:

Please identify your level of experience with the following 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:\_\_\_\_\_

Mac computer: \_\_\_\_\_

The “Internet”: \_\_\_\_\_

BlackBoard Learning System: \_\_\_\_\_

Computer scanner: \_\_\_\_\_

Laser printer: \_\_\_\_\_

MS Paint: \_\_\_\_\_

MS Word: \_\_\_\_\_

MS Powerpoint: \_\_\_\_\_

MS Publisher: \_\_\_\_\_

Adobe Photoshop: \_\_\_\_\_

Adobe Acrobat Professional: \_\_\_\_\_

Other digital tools (please list):

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?