

**To:** Traci Gardner  
**From:** Student's Name  
**Subject:** Project 6 Report  
**Date:** May 8, 2015

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## **Purpose**

In this memo, I will address my performance in the four major categories of forum participation, those being:

- Number of Posts
- Posting Consistency
- Post Quality
- Professionalism

## **Number of Posts**

As stated in the "Forum Posts and Participation" entry on the course website, a minimum of 45 forum posts are required. However, it is possible to achieve a higher grade based on the following criteria:

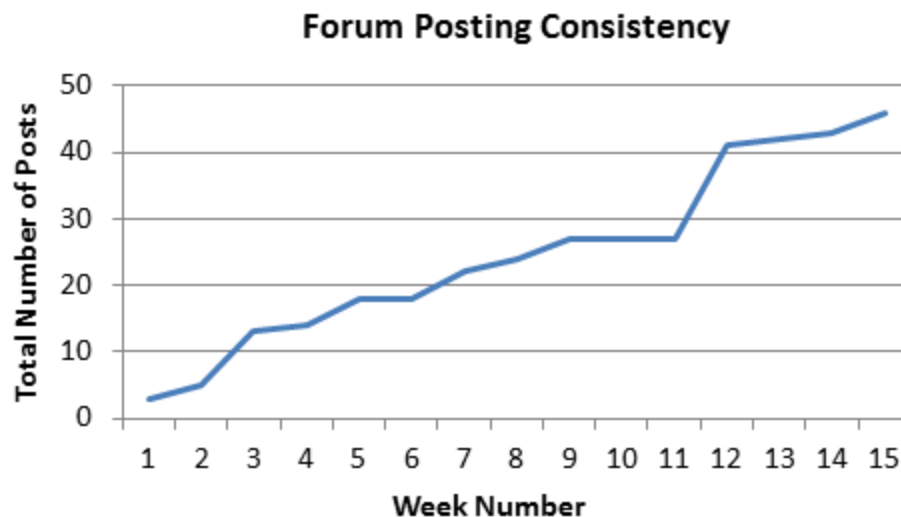
- C-level forum participation: 45 posts
- B-level forum participation: 60 posts
- A-level forum participation: 75 posts

I have completed 46 forum posts, putting me at C-level participation. However, I do feel that 45 posts should be viewed as higher than C-level participation. After checking several of my peers' profiles, it seems that many of them will not meet the 45 post minimum. Even some of the most active forum participants, including myself, are either barely at the 45 post minimum or below it. In my opinion, the scale would be more reasonable if each grade level was reduced by 15 posts, but I digress.

## **Posting Consistency**

The "Forum Posts and Participation" entry on the course website states that forum participation should be consistent throughout the semester. I believe that I have participated on the forums quite consistently, as shown by Figure 1. The only weeks in which I did not have at least one forum post were weeks 6, 10, and 11. There is a large spike at week 12, in which I totaled 14

forum posts because I was worried I would not meet the 45 post minimum, but since I contributed at least one post in most weeks, I do not feel this should be held against me.



**Figure 1.** Posting Consistency.

## Post Quality

Throughout the semester, I put a great deal of time and effort into my forum posts. I made sure to carefully and completely read the author's work in order to provide the best feedback that I could to my peers. In this section, I will discuss some of my forum posts that best exemplify the quality of my participation.

**Most Effort.** I believe I put the most effort into the post responding to HokieStudent's biographies for Project 1, which is listed in the References section as reference 1. After reading both of HokieStudent's biographies (informal and formal), I offered several grammar and sentence structure suggestions that I felt would make his biographies sound and flow better. I also pointed out some consistency issues between the two bios, and told him what aspects I particularly liked in each bio.

**Best Feedback.** My best feedback can be seen in the post from reference 2. In this post, I reviewed PokieStudent's job application materials. I gave PokieStudent advice on several formatting, grammar, and consistency issues that I found, and explained a misconception with the evaluation criteria. I could have chosen this post for the "Most Effort" section as well, but because I think the critique was more helpful in this case, I chose this post as my best feedback.

**Other.** The post from reference 3 is not feedback, but rather a reply to the sample resume topic. As with the two posts mentioned above, I also put a lot of effort into this post. I provided a full analysis of the sample resume, including likes, dislikes, and an answer to the question

“would you give Corey an interview?” I feel that the amount of detail in this post shows how committed I was to forum participation. Even when simply sharing my opinion, I still put a great deal of effort into the post.

## **Professionalism**

I will start by saying that I completed and submitted all work to the forums by, and often several days before, the due date. In addition to my punctuality, I made sure all my posts offered constructive criticism, without being rude or degrading to the author of the work. Also, to the best of my knowledge, all of my posts were free of grammar and spelling errors.

## **Conclusion**

Overall, I would say my participation in the forums has been top notch. As stated above, I have completed 46 forum posts, which would get me a C for number of posts based on the scale provided. However, I have been one of the top contributors to the forums, and barely reached the 45 post mark. For that reason, I believe the scale should be adjusted. I posted consistently throughout the semester, and for the most part, put a great deal of effort into my posts. I did so while providing advice in a timely fashion, and in a polite manner. The total participation grade consists of 4% toward the quality and 4% towards the quantity of posts. I feel that my contributions should earn me all 4% towards quality, and 3% towards quantity, giving me 7% total out of the 8% available for the participation portion of the class grade.

## **References**

1. Removed because of personal information. There were links to the various posts here.