

Center for Writing, Learning, and Teaching

Experience: Weekly Tutor Sessions

Reflection Assignment: Weekly reflections (Fall 2016)

Spend a few moments each week reflecting on your major accomplishments, things you learned, and questions you have. Having notes from your work throughout the semester will help you to learn more quickly from your experiences, to track your individual accomplishments so you write persuasively and with detail in job applications and in personal statements for fellowships/graduate school/etc., and to be able to learn from your time in the CWLT as a whole and apply these lessons to other, even unrelated, work.

Your weekly reflection is **due by 4pm Friday**, before our staff meetings from 4-5pm. Answer the question for that week in a short paragraph or two, unless otherwise indicated (I may make some adjustments on the basic prompt week-to-week, depending on what we're working on together at the time).

Week 1: Due Friday, September 9th

Write a short paragraph or two reflecting on the work you did this week. Be sure to address the questions below as a part of your response, but you are not limited to them.

First, think about what you did (how you spent your time)...

- Did you have an appointment this week? (It's okay if you didn't--it's common so early in the semester!) If so, how did it go?
- How many open hours did you have this week? What did you do during your open hours?

Next, think about how you did...

- What work are you most proud of this week?
- What questions do you have, either about working with students or working in the CWLT more broadly?

Week 2: Due Friday, September 16th

Write a short paragraph or two reflecting on the work you did this week. Be sure to address the questions below as a part of your response, but you are not limited to them.

First, think about what you did (how you spent your time)...

- Did you have any appointments this week? If so, how did they go?
- How many open hours did you have this week? What did you do during your open hours? (Make sure to keep track of the liaison work you've been doing!)

Next, think about how you did...

- What work are you most proud of this week?
- What questions do you have, either about working with students or working in the CWLT more broadly?

In preparation for our staff meeting, consider...

Think about the role talk played in your appointments this week: the amount (who talks more?), the timing (who talks when?), the quality (what kind of talk is it?), etc. How might you become a more effective "talker"?

Week 3: Due Friday, September 23rd

Write a short paragraph or two reflecting on the work you did this week. Be sure to address the questions below as a part of your response, but you are not limited to them.

First, think about what you did (how you spent your time)...

- How did your appointments go this week?
- How many open hours did you have this week? What did you do during your open hours? (Make sure to keep track of the liaison work you've been doing!)

Next, think about how you did...

- What work are you most proud of this week?
- Where/how do you want to grow and improve?

In preparation for our staff meeting, consider...

What did you learn from your meeting with your research librarian? Think about how your memory was refreshed, entirely new lessons or resources you learned about, and/or information that will help you make better referrals. How might you help your tutees develop better research skills and habits?

Week 4: Due Friday, September 30th

Write a short paragraph or two reflecting on the work you did this week. Be sure to address the questions below as a part of your response, but you are not limited to them.

First, think about what you did (how you spent your time)...

- How did your appointments go this week?
- How many open hours did you have this week? What did you do during your open hours? (Make sure to keep track of the liaison work you've been doing!)

Next, think about how you did...

- What work are you most proud of this week?
- Where/how do you want to grow and improve?

In preparation for our staff meeting, consider...

Check out the website and/or the program for [the National Conference on Peer Tutoring in Writing 2016](#). What are you most interested in learning more about, getting involved with, etc.?

Week 5: Due Friday, October 7th

Our staff meeting on Friday will focus on midterms troubleshooting. We'll have several discussion leaders helping us think about different topics, such as study strategies, exam strategies, procrastination and planning, and communication skills. You'll have the opportunity to choose two of these conversations to attend.

Check out some of the resources below to prepare for our meeting and get yourself thinking about some of these topics. No need to watch/read all of them--start with what looks most interesting or important. They are all easy, quick, and hopefully fun...I've tried to slip some lighter sources in there.

For your reflection this week, how have you seen some of the concerns below reflected in your appointments? What have you done about them already, and what questions do you have for next time?

Study Strategies:

- Frank, [10 Study Tips for Earning an A on Your Next Exam](#)
- Frank, [Exam Tips: How to Study for Finals](#)

Exam Strategies:

- Frank, [10 Ways to Avoid Making Stupid Mistakes on Exams](#)
- Frank, [Test Anxiety: How to Take Your Exams Without Stress](#)

Procrastination and Planning:

- Urban, [Why Procrastinators Procrastinate](#) (web comic)
- Urban, [TED Talk](#) (video version of the comic above)
- Urban, [How to Beat Procrastination](#) (web comic--the first two on this list illustrate the problem, and this suggests some solutions)

Communication:

- Renstrom, [How to Talk to Your Professor, Explained by a Professor](#) (article)

Week 6: Due Friday, October 14th

Write a short paragraph or two reflecting on the work you did this week. Be sure to address the questions below as a part of your response, but you are not limited to them.

First, think about what you did (how you spent your time)...

- How did your appointments go this week?
- How many open hours did you have this week? What did you do during your open hours? (Make sure to keep track of the liaison work you've been doing!)

Next, think about how you did...

- What work are you most proud of this week?
- How were the questions students had affected by midterms season? Where you able to apply any of the things you discussed at our staff meeting last Friday?

Week 7: Due Friday, October 21st

Write a short paragraph or two reflecting on the work you did this week. Be sure to address the questions below as a part of your response, but you are not limited to them.

First...

- How was your fall break? :)

Next...

- **For folks in CWLT300:** What stance do you take in the debate on Englishes--do students have a right to their own language, or do they need to adapt to the standard? What questions are you left with about the work you do here, following our class session this week?
- **For other folks:** What work are you most proud of this week? How were the questions students had affected by midterms season? Where you able to apply any of the things you discussed at our staff meeting last Friday?

Week 8: Due Friday, October 27th

First, think about what you did (how you spent your time)...

- How did your appointments go this week?
- How many open hours did you have this week? What did you do during your open hours? (Make sure to keep track of the liaison work you've been doing!)

Next, think about how you did...

- What work are you most proud of this week?
- Where/how do you want to grow and improve?

In preparation for NCPTW next week, consider...

- How do you plan to be involved in the conference (as a presenter, volunteer, attendee, cheerleader from your dorm, etc.)?
- What sessions from the conference are you most excited to attend and why?
- What are you hoping to learn at NCPTW?

Week 9: Due Friday, November 4th

NCPTW STARTS TODAY!!!!!!

- What questions do you have as you prepare to attend sessions at the conference?
- What do you want to learn more about and why?
- How might you connect topics at the conference to things you learned in CWLT300 about antiracism in education and critical pedagogy?

Week 10: Due Friday, November 11th

I know that it's been an emotional rollercoaster of a week and many people are still processing their feelings about the election. I want you to know that I care about you all as whole people, not just tutoring machines; the reflection prompt this week is a little more open-ended to allow people to respond more flexibly and "be" where they are at.

You can choose to reflect more formally on the typical prompts (what have you done this week in appointments, highlights, etc.), you can reflect back on NCPTW and what you learned from the conference, or if you're just not up to that with all that's going on in the world, you can process those feelings too.

Free-write time...

How are you doing? Is there anything I can do to help or support you?

SELF-EVALUATION, PART 1: Due Friday, November 18th

1. What role did you play in providing leadership, initiative, and responsiveness to needs in the Center this fall (think beyond "clocking in and out!")?

SELF-EVALUATION, PART 2: Due Friday, December 2nd

2. What do you feel especially proud of accomplishing in the CWLT as a workplace? Describe the most noteworthy work you've performed over the last fall (i.e. working with faculty, creating resources, developing programming, writing conference proposals, follow through on your initial goals, etc.).
3. What do you feel especially proud of accomplishing from a personal standpoint—that is, how have you grown personally and intellectually as a result of your work this fall?

SELF-EVALUATION, PART 3: Due before you leave campus for break!

4. What do you feel have been weaknesses in your work this year?
5. What steps will you take next year to make improvements in this area next semester?