

Self-Inquiry Reflection Form

Name:	Tutor Example
Current Date:	May 21, 2025
Quarter:	Spring Quarter 2025
Modality:	Asynchronous (written feedback)

What I Think I Do Well...

When I conduct a Written Feedback appointment, I think that I do a good job of considering the requests of the writer when deciding on agenda items. While I have always read the appointment form before starting a written feedback, I noted in my Winter Quarter reflections that I wanted to improve on how I collaboratively set an agenda with a writer who isn't physically present as is the case in written feedback. In May 2025, I attended the professional development workshop on Co-Curation in The Writing Center, and it helped me to understand how to intentionally center the writer in agenda-setting even when they are not physically present. Because of this, I now explicitly acknowledge the rhetorical situation of my feedback in the summary letter, using statements such as:

"I know you're not here with me as I'm typing this feedback, but I read through your requests in your appointment form and here's what I understood from that..."

These types of acknowledgements have helped me to respond more honestly and effectively to writers' requests in their Written Feedback appointments. I feel this emphasizes our core values of transparency and collaboration.

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What I Need to Improve On...

I am still struggling with time management in my Written Feedback appointments. Although I am trying to be better about prioritizing agenda items and not overloading the document with marginal comments, I still have a hard time deciding on which things *not* to comment on.

Recently, one of my co-workers suggested that I finish a single marginal comment for each agenda item as a starting point for providing marginal feedback before moving on to additional comments for each agenda item, and I have found that to be helpful. By using that strategy, if I find myself running short on time near the end of the appointment, I know that I have already addressed each agenda item at least once.

I also draw on our core value of transparency by telling the writer the appointment letter where I got to with my comments and how I hope they'll apply comments to later pages of the draft that I may not have had time to comment on. I also look forward to bringing this up in my check-in meeting to discuss additional strategies that I might implement.