

Self-Observation Reflection Form

Appointment Details

Name:	Aidan Valdez
Current Date:	May 9th
Quarter:	Spring 2025
Appointment Date:	April 25th
Appointment Time:	4:00-5:00
Writer name:	Amira Jouven
Appointment type:	Written Feedback

Appointment Letter

Hi Amira,

Thank you for making an appointment with us at the Writing Center! I am excited to help in your writing journey as best I can. I enjoyed reading your cover letter. Today you requested a written feedback appointment, asking for a second set of eyes on it. I kept your requests in mind as I read through your draft. Here are some points of priority for your revisions:

Agenda 1: **Relevance**

As I read through your paper, I noticed areas that could be omitted. Specifically, there are moments of commentary that aren't necessary within a cover letter. I appreciate how in-depth you went in connecting how Writing Center values and practices have been applicable to your work and academic experiences. Below, I have marginal comments you can read through to get a better understanding of where and what I am referencing.

I wanted to let you know that the "UCWbL" was renamed the Writing Center. I advise you change any reference to the "UCWbL" to be the "Writing Center." Overall, I really enjoyed reading your cover letter! I appreciate you sharing your work with me. If you have any more questions or would like help with another assignment, do not hesitate to make another appointment with us at the Writing Center. I wish you luck on your writing journey. Have a great rest of your day!

Best,

Aidan V. (He/Him)

Writing Center Tutor

Self-Observation Reflection Form

Core Practices

The following are core practices for effective tutoring that have been identified by the Writing Center. Write notes about if and how each practice is utilized in the appointment, paying close attention to the context in which it was used and the outcome of each strategy you notice.

Note that these practices will not necessarily appear in order, that some will occur more than once, and that some may not be used at all in a given appointment.

CORE PRACTICE	SELF-OBSERVATION NOTES <i>How did I enact this practice in my appointment?</i> <i>How can I improve this practice in my appointment?</i>
1. Build and cultivate rapport	I thanked the writer for submitting her cover letter to me. I also wrote a comment about her experience showcasing in the First Year Writing Program's Showcase last year, mentioning I was also in the showcase.
2. Communicate clearly, respectfully, and honestly	I wrote my comments to be clear and specific.
3. Ask questions	N/A
4. Collaboratively set an agenda to guide your work	I acknowledged her requests for feedback and made that my main priority, though I did find an agenda item that was not brought up in the appointment notes.
5. Listen and read actively	I took my time to fully read over her draft and absorb the information she portrayed.
6. Provide text-specific feedback	I gave feedback on specific sentences.

Self-Observation Reflection Form

7. Provide generalizable and transferable feedback	I gave feedback on writing conventions within cover letters as a whole.
8. Adopt and adapt specific strategies for each writer and their particular writing context	N/A
9. Provide resources that build on and augment your own expertise	N/A
10. Plan next steps	I advised her next steps were to look over my feedback and implement what resonated with her.

QUESTION	APPOINTMENT REFLECTIONS
<i>Provide a brief overview of the appointment context including the type of writing, the due date, the type of help requested, etc.</i>	The writer made a written feedback appointment. She asked for a second set of eyes for her cover letter to the Writing Center.
<i>Reflect on the appointment overall. What did you take away from this specific appointment? What do you want to remember about this appointment and use in future appointments?</i>	It was really interesting reading the cover letter of a potential new tutor. I thought about my experience applying to the Writing Center and gave feedback based on what I felt would help strengthen her draft. I hope to continue to be able to empathize and position myself in the shoes of the writer. It helped that I was in this writer's situation, but I hope to maintain that with writers when possible.

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