

Self-Observation Reflection Form

Name:	Claudia Nieves
Current Date:	01/30/2025
Quarter:	Winter 2025
Appointment Date:	01/30/2025
Appointment Time:	3:30 PM
Writer name:	Dhruv Patel
Appointment type:	Written Feedback/Asynchronous

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	In the appointment letter, I mentioned that this was a topic that I was also interested in as a way to connect with the writer on their writing.
2. Communicate clearly, respectfully, and honestly	Throughout my marginal comments, I made sure that my feedback was written as clear and respectful as possible. To make sure that why I included a comment was as clear as possible, I made sure to include an additional sentence as to why I put the suggestion, and how it could improve their writing if they chose to do it.
3. Ask questions	

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CORE PRACTICE	SELF-OBSERVATION NOTES
4. Collaboratively set an agenda to guide your work	While he included grammar as his only concern with his appointment notes, I made sure to keep this (and Bean's hierarchy) in mind to make note of any grammar errors, while also not entirely focusing on it for the bulk of my feedback.
5. Listen and read actively	
6. Provide text-specific feedback	As this was a written feedback appointment, all of the marginal comments that I left were text-specific and connected to a specific agenda point.
7. Provide generalizable and transferable feedback	Marginal comments on ways in which he could expand on his writing and how that could be helpful in future papers as well
8. Adopt and adapt specific strategies for each writer and their particular writing context	
9. Provide resources that build on and augment your own expertise	Provided helpful resources that he could use for this paper and future ones
10. Plan next steps	Reminded him to look over the marginal comments that I left with text-specific feedback.

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	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>	With this particular appointment, the writer shared that this appointment was for a course called “Social Engagement and Peace”. This prompt was to respond to the question “How does social change happen” and to be formatted in MLA style. In terms of feedback, he was mainly concerned with the grammar of his paper, and that we send a copy of the appointment letter to his professor. Other than that, the writer did not provide any other context for his writing.
<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>	<p>Overall, I found this appointment to be very straightforward. I found his writing style to be very concise, as he was able to clearly communicate his ideas and present the evidence in his response thoroughly.</p> <p>The bulk of my feedback centered on ways in which he could further elaborate on his written work. I found it to be clearly explained, however, I noticed a few areas where further depth of analysis could be helpful to his developing ideas on such a relevant topic.</p> <p>My main takeaway from this appointment was that sometimes writing that may seem to be straightforward could always be expanded a bit more to present the thesis in a clearer way. Additionally, the writer did not upload his draft until five minutes before the appointment was scheduled to start, which made me a little nervous that he would no-show his first appointment or that he was confused about how to upload his draft. Rest assured, he uploaded a lovely draft in time.</p> <p>It goes to show that even if a writer doesn’t really know what kind of feedback they want, and without further details about the class, I could still provide meaningful feedback on a topic that I am also interested in.</p>