

# Memo

**To:** Com 221 Students

**From:** Lynn Koller

**Date:** September 1, 2011

**Re:** Final Experience

---

For your final experience, please do the following:

1. Write a memo that includes:
  - a. A paragraph describing one important concept, idea, or skill that you learned in this course and how you will (or hope to) apply that outside of the classroom.
  - b. A paragraph critiquing your participation in this course. Include and rationalize what grade you feel that you should receive for "professionalism" for the semester as outlined in the syllabus, and include how that has changed (if at all) since you wrote the midterm self-critique. No outside sources are required. Include a numeric grade for professionalism out of 200 points based on the following scale: **A** 200-180, **B** 179-160, **C** 159-140, **D** 139-120, **F** 119-0.
2. Submit memo as an MS Word file on Blackboard.
3. Have a fabulous break.