In this exercise, you’ll review your progress on the communication goals you set in your Capstone Communication Inventory and either (a) recommit to the goals as originally written, (b) refine the original goals, or (c) set some different goals for the second half of MIME Capstone Design.

1. List the two communication goals you specified in the CCI, and briefly recount any steps you took to achieve these goals during the first 10 weeks of Capstone Design.

   GOAL 1: ________________________________________________________________________________

   Efforts toward achievement: _______________________________________________________________________

   GOAL 2: ________________________________________________________________________________

   Efforts toward achievement: _______________________________________________________________________

2. For each of your goals, describe the progress you’ve made thus far in the specified skill area. Then, cite any material evidence that could be used to substantiate your claims (e.g., assignment grades, reviewer feedback, comparison of original/revised versions of report sections, etc.).

   OR, if you feel you did NOT make demonstrable progress on the goal, why do you think that’s so? (For example, did you perhaps forget to work on the goal? Was it too broad or ambitious? Was it irrelevant to course assignments? Other reasons?)

   GOAL 1

   Self-assessment of progress made: _______________________________________________________________________

   Material evidence of your progress on the goal, or reasons for lack of progress on this goal: _______________________________________________________________________

   GOAL 2

   Self-assessment of progress made: _______________________________________________________________________

   Material evidence of your progress on this goal, or reasons for lack of progress on this goal: _______________________________________________________________________

Due at 4 pm on Wednesday, January 11, in Dearborn 102
3. Since establishing your CCI communication goals last fall, have any other weaknesses in your writing or presentation skills come to light that might be more reasonable to focus on during the coming term?

4. Based on your responses to the previous questions, choose from the following options to identify your intentions for the second half of Capstone Design.

   Remember: Whatever you decide to do this term, you will need to provide supporting evidence of progress made on both of your goals as part of your Capstone Experience Memo, due at the end of the term.

   — During the second half of Capstone Design, I will continue working on both of my existing goals as originally written.

   — I will refine one or both of my original goals in order to make them more specific, achievable, and documentable during the second half of Capstone Design.

   — I will “change out” one or both of my original goals in order to focus on another set of report-writing or oral presentation skills during the second half of Capstone Design.

5. Complete this exercise by recording the two communication goals you plan to pursue in ME 419/IE 498. Additionally, name at least one strategy you’ll use for pursuing each goal and at least one form of evidence for demonstrating your efforts and progress in that area.

   Remember: Both goals must focus on improving a specific aspect of your report-writing and/or oral communications skills.

   GOAL 1: ______________________________________________________________________________

   Strategy/ies for achieving GOAL 1 in ME 419/IE 498:

   How do you expect to document/demonstrate your progress on this goal at the end of the term?

   GOAL 2: ______________________________________________________________________________

   Strategy/ies for achieving GOAL 2 in ME 419/IE 498:

   How do you expect to document/demonstrate your progress on this goal at the end of the term?