Overview

Each member of your team will write an e-mail assessing the state of your edited poster. You will also fill out a self-assessment form for your team and attach it to your e-mail.

Content of E-mail

Write an e-mail to the course instructors. Include the following content:

1) *Greeting*—just plain "Dr. Cotter:" (with a colon after the name)

2) *Introduction*—remind recipient why you are writing (1-2 sentences)

3) *Body*—Discuss the following items:

   - Quality of your poster—was the work competed, was the documentation adequate?

   - The outcome of the poster project—were you satisfied with the poster, what changes to the poster would you like to see?

   - Comments on teamwork in the poster project—how did your team function, what problems did you have, what solutions did you arrive at, and what lessons about teamwork did you take away from the poster project?

4) *Conclusion*—Sign off politely, perhaps by asking recipient to contact you if he or she has further questions (1-2 sentences)

5) *Your name*—type your full name at the bottom, in case the recipient's server does not provide it at the top

6) *Attachment*—download the Team Self-Assessment form from the course website (.doc format), fill it out, and attach it to your e-mail.

Grading Criteria

   - Content: all required content is present and adequate
   - Proposal: proposal is organized, thorough, and convincing
   - Attachment: Team Self-Assessment form is completed and attached