

Letter to the Judges: Self Reflection

Now that you have completed your senior project, your next step is to reflect on how the process and/or information impacted you and how the experience prepared you for life after graduation. You will create a letter to your judges explaining these reflections and submit it to your Government teacher. This is a required element of your portfolio and will be the very first impression your judges have of you so be conscientious in your thoughts and in your writing.

Your letter is to contain the following information:

- A statement of the general area of your study and why you choose this subject. Introduce the focus of your research paper, a brief description of your field experience, an explanation of how those two areas connect.
- Summarize your research paper while explaining your intellectual growth.
- Provide an overview of your field experience and address major accomplishments and obstacles/struggles.
- Outline a thoughtful reflection of what you learned about yourself through the process of completing your senior project. Also describe what skills and/or information will help you in your life beyond high school. End with a statement of gratitude to the judges for taking the time to hear what you've learned.

Additional required information for your letter:

- Your letter must be typed in 12-point font.
- Your letter must be in Times New Roman text.
- Your letter must be written in business format as illustrated in the example on the attached page.
- Your letter must be signed in blue or black ink.

The final draft of your letter to the judges (completed and signed) will be collected and graded based on all above criteria. This is a required component of your senior project portfolio and must be completed before you will be allowed to present your project to the judges.

SAMPLE LETTER

Student Name
Student Street Address
Student City, State Zip Code

Date Submitted (Month date, year)

Lewiston High School
1114 9th Avenue
Lewiston, Idaho 83501

Dear Judges:

[Paragraph 1] A statement of the general area of your study and why you choose this subject. Introduce the focus of your research paper, a brief description of your field experience, an explanation of how those two areas connect.

[Paragraph 2] Summarize your research paper while explaining your intellectual growth.

[Paragraph 3] Provide an overview of your field experience and address major accomplishments and obstacles/struggles.

[Paragraph 4] Outline a thoughtful reflection of what you learned about yourself through the process of completing your senior project. Also describe what skills and/or information will help you in your life beyond high school. End with a statement of gratitude to the judges for taking the time to hear what you've learned.

Thank you,

Typed student name

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ADHERES TO BUSINESS LETTER FORMAT

Letter is typed in 12-point font ____yes ____no

Letter is typed in Times New Roman text ____yes ____no

Heading (all aspects correct) ____yes ____no

Date (all aspects correct) ____yes ____no

Inside address (all aspects correct) ____yes ____no

Proper spacing throughout letter ____yes ____no

Entire document aligned left ____yes ____no

Appropriate/professional closing ____yes ____no

Letter is signed in blue or black ink ____yes ____no

Student name is typed below signature ____yes ____no

PARAGRAPH ONE

Includes a statement of student's general area of study ____yes ____no

Explains the focus/purpose of the research paper ____yes ____no

Explains the focus/purpose of the field experience ____yes ____no

Explains the connection between paper and experience ____yes ____no

PARAGRAPH TWO

Explains the research process ____yes ____no

Explains growth the research produced. ____yes ____no

PARAGRAPH THREE

Explains the field experience ____yes ____no

Explains successes and obstacles/struggles encountered in field experience ____yes ____no

PARAGRAPH FOUR

Contains thoughtful reflection self-growth ____yes ____no

Explains how skills/information will be a benefit ____yes ____no

Includes a statement of thanks to the judges ____yes ____no

CONVENTIONS

Fewer than 3 errors ____yes ____no

____ Proficient ____ Redo

Notes: