


ESSENTIAL REFLECTIVE WRITING AT EVERGREEN



**the
evergreen
state college**

At The Evergreen State College you have a direct hand in building a narrative-based transcript that’s unlike any other school’s. Much of it is written in your own voice, which allows you to stand out as a real person among a sea of grade point averages. The documents in your transcript are a fixed and semi-public record. You can shape them to effectively serve you after graduation. This guide offers a broad view of the documents that you will create and use to build your final Evergreen Transcript.

EVERY EVERGREEN TRANSCRIPT INCLUDES:

- 1. A COVER SHEET ABOUT EVERGREEN**
This document provides a description of how Evergreen works.
- 2. RECORD OF ACADEMIC ACHIEVEMENT**
All your programs/courses, course equivalencies, credits earned (resembles a traditional transcript).
- 3. FINAL ACADEMIC STATEMENT**
- 4. FACULTY EVALUATIONS OF STUDENT ACHIEVEMENT**
- 5. FINAL SELF-EVALUATIONS** OPTIONAL
You choose whether or not to submit Self-Evals to your transcript.

TRANSCRIPT FACULTY EVALUATIONS OF STUDENT ACHIEVEMENT

Your faculty write evaluations that detail the quality of the work you completed and your participation in program. They provide examples of your achievements and feedback on your approach to learning and how you work with your fellow students.

Faculty usually meet with you during Eval Week to share what they’ve written. This is an opportunity for you to discuss the evaluation, your further goals, and your transcript.

Anyone who requests your transcript, including graduate schools and employers, will use it to learn more about you and your educational background.

REQUIRED OF FACULTY

View faculty evaluations of you on my.evergreen.edu in Academic Progress.

APPLICATION STATEMENT	ORIENTATION ESSAY	SELF-EVALUATION	TRANSCRIPT FINAL SELF-EVALUATION	STUDENT EVALUATION OF FACULTY	ANNUAL ACADEMIC STATEMENT	TRANSCRIPT FINAL ACADEMIC STATEMENT
<p>PURPOSE</p> <ul style="list-style-type: none">• Reflect on, assess, and communicate your prior academic, service, or professional experience and the skills you will bring to Evergreen.• Summarize, highlight, and connect the different parts of your prior experience.• Introduce yourself. <p>AUDIENCE</p> <p>Admissions will use this to learn about your academic history and interest in Evergreen, and to decide whether to admit you.</p> <p>You can use this document to lead into work on your Orientation Essay and Annual and Final Academic Statement.</p>	<p>PURPOSE</p> <ul style="list-style-type: none">• Reflect on, assess, and communicate your position as a new student at Evergreen.• Envision yourself at Evergreen and set goals for your future academic pursuits. <p>AUDIENCE</p> <p>Faculty may use your Orientation Essay to understand your work and goals when you seek their guidance.</p> <p>You can use this document to support writing your Annual and Final Academic Statements.</p>	<p>PURPOSE</p> <ul style="list-style-type: none">• Reflect on, assess, and communicate the progress, achievements, and skills you developed in a program or course.• Articulate your insights in your own words.• Set goals for your future academic pursuits. <p>AUDIENCE</p> <p>Faculty may use your Self-Evaluations to understand your work and goals during your evaluation conference.</p> <p>You can use this document to support writing your Annual and Final Academic Statements.</p>	<p>PURPOSE</p> <p>Same as Self-Evaluation (<i>list at left</i>), also:</p> <ul style="list-style-type: none">• Revise past Self-Evaluations to make them appropriate for audiences such as graduate school admissions staff and employers.• Add important perspective and detail not captured in your faculty's evaluations of you or your Final Academic Statement to your Evergreen Transcript. <p>AUDIENCE</p> <p>Anyone who requests your transcript, including graduate schools and employers, may use the Self-Evaluations you choose to include to learn more about you and your educational background.</p>	<p>PURPOSE</p> <ul style="list-style-type: none">• Reflect on, assess, and communicate your faculty's effectiveness in facilitating your learning.• Articulate to your faculty what they've done well and what they could improve on.• Evaluate and assess the structure of the program or course and its learning outcomes. <p>AUDIENCE</p> <p>Your current faculty may use the Student Evaluation of Faculty to review their own performance and the structure of the program or course.</p> <p>The Academic Deans will use it during the regular faculty review process.</p>	<p>PURPOSE</p> <ul style="list-style-type: none">• Review, reflect upon, and connect common themes in your education via the progress, achievements, and skills you have developed each year.• Revisit your Academic Statement from the previous year—update and clarify your goals and plan your next steps.• Create a continually evolving map of your academic journey. <p>AUDIENCE</p> <p>Faculty and advisors may use your Annual Academic Statement to understand your work and goals when you seek their guidance.</p> <p>You can use this document to support writing your Final Academic Statement.</p>	<p>PURPOSE</p> <ul style="list-style-type: none">• Introduce yourself and your transcript in your own words to audiences such as graduate school admissions staff and employers.• Summarize, highlight, and synthesize your full journey at Evergreen. Describe your area/s of emphasis.• Review, reflect upon, and connect common themes in your education via the progress, achievements, and skills you have developed during your entire undergraduate career. <p>AUDIENCE</p> <p>You use this document to articulate and assume responsibility for the education you've constructed.</p> <p>You can use it to support writing graduate school applications and cover letters.</p> <p>Anyone who requests your transcript, including graduate schools and employers, will use it to learn more about you and your educational background.</p>
<p>300–500 WORDS</p> <p>Due with your application</p> <p>Submit your essay to Admissions with your application.</p>	<p>300–500 WORDS</p> <p>Due during New Student Orientation, held before fall quarter*</p> <p>Submit to my.evergreen.edu and also share at Orientation</p>	<p>200–750 WORDS</p> <p>RECOMMENDED</p> <p>Due Friday of Week 10</p> <p>Your faculty may set a different deadline.</p> <p>Turn In to your faculty on my.evergreen.edu</p>	<p>750 WORDS</p> <p>RECOMMENDED</p> <p>Due Friday of Eval Week your final quarter</p> <p>Edit and Submit to Transcript on my.evergreen.edu</p>	<p>300–500 WORDS</p> <p>RECOMMENDED</p> <p>Due Friday of Eval Week your final quarter</p> <p>Submit to my.evergreen.edu</p>	<p>600–750 WORDS</p> <p>RECOMMENDED</p> <p>Due Thursday of Week 7 each spring quarter</p> <p>Edit and Turn In Annual Academic Statements on my.evergreen.edu</p>	<p>750 WORDS</p> <p>MAXIMUM</p> <p>Due Friday of Eval Week your final quarter*</p> <p>Submit your Final Academic Statement to your transcript on my.evergreen.edu (select <i>Graduation</i>)</p>
<p>REQUIRED*/OPTIONAL</p> <p>*Required if you do not submit SAT or ACT scores.</p>	<p>REQUIRED</p> <p>*If you transfer in winter, spring, or summer, submit your essay the Friday before the first week of your first quarter.</p>	<p>REQUIRED</p> <p>You are required to share a Self-Evaluation with your faculty in the <i>final</i> quarter of a multi-quarter program or course.</p>	<p>OPTIONAL</p> <p>You may submit all or some Self-Evaluations to your transcript. They are listed in reverse-chronological order. Your last quarter will be the first listed.</p>	<p>RECOMMENDED</p> <p>Student Evaluations of Faculty are not required. Also, you don't have to submit an evaluation of your faculty before they give you their evaluation of you.</p>	<p>REQUIRED</p> <p>If you do not meet the deadline, your registration will be put on hold.</p>	<p>REQUIRED</p> <p>*If you miss this deadline your graduation date will change. We recommend turning it in a few days early. Once submitted, it cannot be removed or revised.</p>
RESOURCES INSTRUCTIONS & SUPPORT		RESOURCES INSTRUCTIONS & SUPPORT		RESOURCES INSTRUCTIONS & SUPPORT		
<p>A written prompt for the Application Essay is included with the application process. Find support by talking to:</p> <ul style="list-style-type: none">• Evergreen's Admissions Office• Your previous school's guidance counselor• Mentors, friends, and family	<p>Attend New Student Orientation to learn about this essay. If you transfer in winter or spring, write an Orientation Essay with support from New Student Programs.</p> <ul style="list-style-type: none">• New Student Orientation facilitators who hold sessions about this essay (Fall quarter)• The Writing Center• Academic Advising and Peer Advisors• Mentors, friends, and family	<p>Your faculty will give instructions each quarter in your course or program for writing Self-Evaluations. Faculty may have specific expectations for Self-Evaluations that differ from other faculty you have worked with. If explicit expectations aren't given, ask your faculty before Eval Week or explore the resources below.</p> <p>You submit Self-Evaluations on my.evergreen.edu. Search helpwiki.evergreen.edu or ask student support staff for help navigating the website.</p> <ul style="list-style-type: none">• Academic Advising and Peer Advisors• The Writing Center• "Hacking Your Transcript: How to Intentionally Shape Your Transcript to Serve You" by Caryn Dudley• Mentors, friends, and family• evergreen.edu/writingcenter/evaluations	<p>Ask your current faculty what type of feedback would be useful for them to learn and grow in their teaching. The evaluations that you write of your faculty can influence their growth, teaching plans, and goals.</p> <ul style="list-style-type: none">• Academic Advising and Peer Advisors• The Writing Center• evergreen.edu/writingcenter/eval_faculty	<p>The Academic Statement is introduced at New Student Orientation. Each fall quarter, faculty devote time in programs to this work. At All-Campus Mentoring Days in winter and spring, faculty are on hand for one-on-one sessions to review your Academic Statement.</p> <p>If you enroll after fall quarter and/or if you are not enrolled in a 16- or 8-credit program that offers instruction, explore the resources below:</p> <ul style="list-style-type: none">• All-Campus Mentoring Day staff and faculty• Faculty• Mentors, friends, and family• The Writing Center• Academic Advising and Peer Advisors• evergreen.edu/academicstatement		