

LEARNING ACHIEVEMENT MEMO

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As per the syllabus, your individual Learning Achievement Memo (L.A. Memo) is due at the end of term.

These are reflection papers that allow you to consider the course holistically and are a very important component of the class work. The ideal length is about **3 pages**.

This goal of this memo is an opportunity for you to be reflective and introspective. Briefly, the memo should touch on at least the following: What have I learnt? Perhaps, even what have I mastered or spent extra time on? What one aspect or topic am I most excited about? What of these concepts have I applied or thought about applying to some real world situation or even my personal life?

- One, an opportunity to take stock of information/theory/topics that you have added to your arsenal/inventory/tool kit since the start of the class to the end of term. I.e.,
 - “What have I learnt to date in this course?”
 - What do I now know that I did not 10 weeks ago?
- Two, potential/actual applications:
 - “How have I applied or considered applying any of these concepts to my work/career/life?”
- Three, “what is the one thing that I have learnt really well/the most about/got most excited about?”
 - How does/could this relate to my current/future career?

This is an opportunity to provide a thoughtful, introspective, interesting applications oriented memo that would be most valuable to you. It might be the sort of thing that you could hand to someone who might pay for your education to explain in what way have you developed and grown over the last 3 months. In short, I am not looking for a laundry list of items, or for complaints about group members, etc.

Essentially, this memo should be, in part, a retrospective log-book for a performance review, and in part a forward looking document that discusses your future value to an organization. It should be interesting, readable, perhaps even funny, and above all well written. You can be creative with the format.

See Reverse side for Submission Instructions.

DUE:

This document (in either WORD or PDF format) is to be **emailed** to me sundar@u.washington.edu by the stated deadline. Hard copy not needed.

Subject Heading:

Make sure the Subject Heading of the Email clearly indicates the Course, Section and Assignment Topic.

Ex: **Subj: BBUS438-Night LAMemo;**
Subj: BBUS438-Day LAMemo.

File Name:

Naming Your File for LAMEMO.

As you start to send in your LEARNING ACHIEVEMENT MEMO to me please remember that I will receive very many memos (and from multiple sections and classes). Please think about the RECEIVER of the file when you email documents of any sort.

So, if you name your file LAMEMO.DOC, this will require me to open the file and rename it with your name or some unique identifier. This makes it easy for you as the sender but very hard for the receiver. This also makes the client less than happy.

As a courtesy to me and throughout your (digital) career, please include in the document file name: **Your name, and Topic**. *This will take you a bit more time but will help me avoid confusion.*

Ex1: **T_Garrett-LAMemo.DOC** is good.

Ex2: **Nate_Peterson-LAMemo.DOC** is good.

Even better, please send it from an email account that displays your name clearly.

If you are sending me this from a **non-UW account**, be warned that the UW filters on my account are pretty strong. Thanks for your cooperation.