EXAMPLE DOCUMENT

Process Letters – A Guide for Students

As discussed in the syllabus, we will be using a type of evaluation called *ungrading* to assess your work this semester. In this process, you will complete assignments as you normally would, and I will provide detailed feedback on the work submitted. To determine the grade for each assignment, you will complete a process letter that will be a self-assessment of the work (both the product and process of completion) and include a self-assessed grade for a particular assignment. You will base your grade on the description of grades provided in the syllabus and each assignment will have a rubric to guide your self-assessment. I understand that this will probably seem a little unusual, but the research shows that ungrading removes many of the systemic barriers to deep learning that we are striving for. This guide is designed to address questions you may have.

- Deadlines for submitting the process letters
    - You will submit each process letter along with the assignment for which it relates.
    - For Assignment 1 (weekly discussions) and assignment 4 (learning activities) you will submit your process letter when all elements of the assignment are completed (no later than December 2nd at 4pm).
- Format of the process letter
    - You may submit your process letter in a format that suits your needs. This may be written, an audio file or as a video.
    - In written format your process letter should be 2-3 pages in length (double-spaced) while an audio or video file would be about 3 minutes in length. If you chose the audio/video option, please save your file as an mp4 format. Written letters should be saved as PDF files.
    - Feedback will also be provided on process letters.
- The self-assessed grade
    - Your self-assessed grade for a particular assignment should be an honest and authentic assessment of both the product (the assignment) and the work that went into completing the assignment (the process or effort of completion).
    - By answering the questions posed for a particular assignment's process letter you will be reflecting on the what and how of the assignment. You will also need to provide evidence of the learning that took place to justify your grade. This might be a list of additional sources used to support your learning, an example from the assignment itself or some other piece of evidence. I will help guide you through this process by the questions that are posed. If you are not sure what to include as evidence, please ask.
- Adjustments to the self-assessed grade
    - In most cases, the self-assessed grade will be the grade you receive for each assignment. However, in a few cases there may be discrepancies between the self-assessed grade and rationale and my feedback of your work. In these cases, we will have a conversation and I will ask you to re-evaluate and resubmit your process letter.
- Final course grade
    - We will meet for a short exit interview (scheduled in the final exam period) to discuss your learning this semester and to reflect on your process letters and self-assessed grades.
    - In this conversation, we will agree on a final grade for the course. This will most likely be a grade that is based on the process letters submitted. In some cases, it may differ (up or down) and all reasons will be fully explained.