Dear Professor \_\_\_\_,

As stated in your initial letter of acceptance, one of the conditions of your WDI funding was that you submit a Final Report detailing your experience with your writing project. There are many benefits to planning for and creating a Final Report: it will give you a chance to reflect on the project and your goals for it, to present both its successes and challenges, to analyze if and how it changed from the original plan, to use this analysis to refine it for future iterations, and to pass on your insights and experience.

I should note as well that on a very practical level, **your Final Report also serves as your submission if you would like to extend your project into the 2020-2021 year**. You do not need to submit an additional application to do so: simply indicate in the Final Report that you are interested in running the project again, and the WDI Committee will use the Final Report in its considerations. **Due to these unusual times, please include some discussion of any modifications that might be necessary to accommodate a potential shift to an online format.**As well, if you are able to do this, it would be good to include consideration of how your project complements or supplements the new foundational writing course, ISP100H, which will be offered to DVS students next year.

Your Final Report report does not have to follow a template, but we do ask that it include responses to the questions listed below. If you would like to use the questions as a means of structuring your Final Report, you are welcome to do so. You have received writing assessments from CIN101; we urge you to draw on them in writing your Final Report..

Final Reports should be sent to me at Michael.kaler@utoronto.ca, and are due by **May 31, 2020**. If you have questions or concerns, please do not hesitate to contact me.

Questions to consider for the Final Report include the following:

1. What did you do? What happened with regard to the project—i.e., what precisely did you do, what did your TAs do, etc.? Did you do what you planned to do, and if not, why not? Why? Did it change for reasons specific to this class/this year, or for reasons of general practicality given the context?
2. How did it work (objective)? What do you know about the project’s results **with regard to the learning objectives**from objective testimony (e.g., analysis of student writing produced)?
3. How did it work (subjective)? What do you know about the project’s results **with regard to the learning objectives**from subjective testimony, potentially including 1) instructor’s assessment, 2) TA assessments, 3) student assessment?
4. What have you learned? What worked best? What didn’t work? What do you know now that you didn’t know at the start of the year? How do you feel overall about the project? Did it accomplish the goals that motivated you to propose it?
5. What would you change? 1) Do you intend to run this project again, and if so, will there be 2) changes to the course and/or 3) changes to the project based on your experience running it?

Thanks very much for your enthusiasm and dedication to supporting student writing, and student learning through writing!

-Michael