



Self-Evaluation Organization

This handout has some general advice for how to organize the content of your evaluation, but every self-evaluation is an expression of the writer. Your evaluation should be a distinct expression of you, as well as a description of your valuable learning experiences and personal growth. **Remember: you are the final judge of what belongs in your self-evaluation and must regard critically any advice you may receive.**

I. Introduction

The first paragraph of your self-evaluation should introduce you and the learning themes of your self-evaluation.

Here are some ideas for information to include in your introduction:

- Why did you choose to come to Evergreen? (For your first self-evaluation.)
- What did you do prior to entering Evergreen? (For transfer students or students returning to school after a significant absence.)
- Why did you choose this class?
- What are skills or interests you had entering the class that you think contributed to your success?
- Identify important learning themes for your evaluation, such as significant skills, personal discoveries, or learning you gained during your class.

II. Body

The middle of your evaluation should include meaty descriptions of your work in the class. Also, be sure to include your interpretation of how doing that work demonstrates your skills or personal and academic growth. Ideally, paragraphs in the body of your evaluation are organized around themes that were significant to your accomplishments in the class.

Here are two examples of information in the body of your self-evaluation:

A communication themed paragraph might include:

- A description of progress in written and spoken communication
- The name, a description, and/or the thesis of your favorite paper
- A statement about discovering the relationship between musical and visual expression

A biology themed paragraph might include:

- A description of progress reading and understanding scientific texts describing biological processes, including the name of a text that was significant
- A description of an “ah-ha” moment during a lab, workshop, or lecture
- A list of specific biological concepts that are now familiar

III. Conclusion

The last paragraph of your self evaluation should sum-up major themes in your education for this quarter. It should also point toward the future by addressing how you will apply what you learned in this class to future endeavors. Talk about how this class has changed you and/or what you plan to do in your life. Finish off the



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paragraph with positive comments that “tie a bow” around your evaluation, lending it a feeling of accomplishment and closure.