

Dear _____ Team:

The term is about half completed, and we would like to provide you with feedback regarding our impressions of your performance so far. We are basing this feedback on evidence such as drafts you've submitted, formal and informal meetings you've participated in, and the progress you've made toward your goals.

PROCESS: Very good to excellent. You appear to be working together reasonably smoothly, and you all seem to be making a significant contribution to the effort. Your interactions with us and with sponsors have been extremely professional and appropriate, both in meetings and in informal settings.

PRODUCT: Good to very good. You did a very nice job of formulating an appropriate goal and objectives, and have been resourceful in coming up with a creative strategy for field work. As you might guess, the area that we encourage you to focus on is writing, both at the organizational/argument level, and at the sentence/word level. Let us know if we can provide guidance or explanations of any of our comments.

INTANGIBLES: Very good. You've maintained a positive attitude, and displayed flexibility and adaptability. We sense that you are putting in a good effort.

Overall, considering all of these criteria together, we would characterize your work thus far this term as very good, which would correspond to a letter grade of B+. We believe that you have the capability to complete an excellent project. The key factors in achieving this are likely to be the development and quality of your description of the hydrology in Sukhothai, the quality of and creativity associated with the interpretive materials you develop for visitors, and your ability to respond to our suggestions to improve the persuasiveness and effectiveness of your writing.

We hope that you find this feedback useful, and we welcome your comments and questions.

Chrys and Rick