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# Your First Self-evaluation

Your first Midterm Self Evaluation is due anytime between the Thursday of week three and the Monday evening in week three (i.e., no earlier than Thursday and no later than Monday evening). This SE will provide the first opportunity for you to tell me how you’re doing in class so far, and the first opportunity to hear back from me about how I think you’re doing so far.

The information and required SE Forms for doing your self-evaluation can be found on the [Self Evaluations page](http://philosophycourse.info/businessite/sesite/phi-sehomepg.html) of our class website.

Using the Self Evaluation Form provided on that page is one of the requirements. After you download the Form onto your computer you can then just fill in the empty blanks on the form, and then send it to me as an email attachment. This requires no selecting, copying, pasting or anything complicated. You just type the information into the empty blanks in the form, save it, and then attach the SE Form to an email message to me. Please email your SE to my regular email address, tkerns@sccd.ctc.edu, rather than using the email system here inside Angel.

Again, this requires no special tricks, or any copying or pasting. You just fill in the Form's empty blanks with your information, then send the completed Form to me as an attachment to an email.

Your computer will need to have MS Word on it, or any other word processing program that is compatible with MS Word, so that you can read the SE Form and save it as a Form. (It will not work in Microsoft Words or Word Pad, so if your computer does not have a word processor that is compatible with MS Word Forms you will probably need to find a computer that does. (If you have any problems figuring out how to save this as a Form, please ask fellow students in the Student Lounge forum or contact tech support at your school.)

Again, this first self-evaluation can be turned in any time after Thursday evening and no later than Monday evening, and it should be attached and emailed to me at my regular email address, tkerns@sccd.ctc.edu.

Good luck with it all.

Tom

ps Again, if you have any trouble with downloading or filling in this basic MS Word Form, you will probably be best served by talking to the tech support folks at your school.