Model reflection paper for the memo assignment

For this assignment, I have used a memo as form of print media to way to communicate amongst team members, supervisors, and other audiences that need to know specific information. With this memo, I wish to communicate to my audience, Vincent Boudreau, the President of CCNY, the problem with faculty course selection, and solutions that will make it more fair for adjuncts to consistently receive the appropriate courses throughout the school year. My genre is a memo, a memo is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My assignment is a memo because (here is where you discusss your genre analysis and what makes your assignment a memo.) The media I am working in is multimodal. (here is where you explain why this is whatever media you work in.) The exigence of my assignment is faculty course selection. Personally, I have a problem with the fact that it seems random that adjunct faculty don’t consistently receive the same amount of courses semester to semester. Sometimes we request two, and we only receive one, which impacts our salaries, insurance, schedules, and other things. There should be a more consistent, less randomized way to determine which adjunct faculty get the courses and the amount of courses they ask for. My purpose is to inform the president of this issue, my solutions for this problem, and to request a meeting for further discussion in person. My stance is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My audience is Vincent Bordreau specifically; however, I might include his office assistant, as she is in charge of his schedule and would potentially determine President Bordreau’s availability and therefore when the meeting would occur. With this assignment, I have met Course Learning Outcomes (those aspects on page 2 of the syllabus), 3, \_\_\_\_\_\_\_\_\_\_\_\_, (and then explain how I met each one of them with my assignment).