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## Writing for Engineers

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## Assignments

### Discussion Posts & In-Class Writing (16%) - 400-500 words

In-class writing exercises will be an ongoing part of the class and may happen at the beginning of class so it's essential that you are present and timely. These are due in class and cannot be made up.

Additionally, you will be asked to respond to various discussions via Blackboard as well as engage in peer feedback throughout the semester.

### Technical Description (16%)

Considering your field of study, select an object or process that interests you and describe it in detail. The point of this assignment is to ensure that your reader fully understands what you are explaining. If it's an object the reader should clearly identify what the item looks like and how it functions. Likewise, if it's a process the reader should be able to follow the instructions exactly as described to produce the same results. Submit via Blackboard.

#### Evaluation Rubric - Have I?

- Presented a clear topic (object or process) that was approved by my instructor?
- Responded effectively to all related technical description assignments?
- Used appropriate language that precisely and accurately describes my process/object?
- Included clearly labeled diagrams that effectively complement my descriptions?
- Incorporated proper grammar, punctuation, and spelling?
- Chosen effective genre, style, and format for my topic?

### Technical Report (16%) - 1,750-2,100 words

Considering your field of study, conduct appropriate research and write a technical report on a topic of your choice. Submit via Blackboard.

#### Evaluation Rubric - Have I?

- Presented a clear topic that was approved by my instructor?
- Responded effectively to all related technical report assignments?
- Included all appropriate sections and present relatable information clearly?
- Effectively interpreted and discussed all figures and tables included in the report?
- Correctly cited at least 4 research sources and used appropriate citation throughout?
- Incorporated proper grammar, punctuation, and spelling?
- Met the required word count?

## Proposals & Presentation (32%)

Working in your assigned groups, you will find and analyze a request for a proposal and then create a proposal response. You will then give a group presentation to the class and submit individually written reflections. The purpose of this assignment is to give you the opportunity to experience both proposal requests and responses to help you glean a good understanding of the complete process. Additionally, collaborative work and presentations are essential parts of the engineering field so you will have the opportunity to build those skills as well. Submit via Blackboard.

- Group: Find a request for proposal and analyze its contents. Answer and submit the related worksheet found on Blackboard
- Group: Consider an engineering-related issue in NYC that you'd like to see addressed. Find a proposal response that will serve as your model for this assignment. Considering the format of your model proposal response, write a proposal to address the issue you have identified.
- Group: Create a presentation as a followup to the proposal and conduct the presentation in class.
- Individually: Write and submit a **(1,000-1,200 words)** reflection in which you describe your contribution to the group work, the process of the assignments and your experience working in a group setting. Include details about what worked well and what you will change next time to create a smoother experience.

### Group Work Evaluation Rubric - Have We?

- Found and effectively analyzed a request for proposal and further accurately answered all the questions in the provided worksheet?
- Presented a model proposal response that was approved by my instructor?
- Responded effectively to all related proposal assignments?
- Clearly identified and presented an engineering-related issue in NYC?
- Used the model proposal response to create an effective proposal response to address the issue we identified?
- Created and delivered a presentation that clearly and effectively speaks to the information presented in my proposal?
- Used appropriate formatting, grammar, punctuation, and spelling throughout?

### Reflection Evaluation Rubric - Have I?

- Clearly discussed my contribution to the project and my experience working in a group setting?
- Discussed the processes of the assignment highlighting what worked well and what improvements I would make for successful future collaborations?
- Met the required word count?

## Reflection & Digital Portfolio (20%) - at least 2,800 words

Reflect on all the work you have done over the course of the semester and share your progress: Consider what you knew about writing for engineers at the start of the semester and what you have learned. Identify what your writing processes have been like both in class and outside of class. Discuss what working in the group was like and any best practices you have taken away for successful collaboration. Incorporate examples of your drafts and your completed assignments. Submitted via your digital portfolio.

### Evaluation Rubric - Have I?

- Presented my reflection using effective genre and format?
- Showcased examples of my writing, both drafts and final products, throughout the semester, and through these examples, interpreted what I have learned?
- Organized my thoughts clearly so that my reader fully understands the information I'm presenting?
- Connected how the work created over the semester applies to situations outside the classroom, and particularly in engineering?
- Used proper grammar, punctuation, and spelling throughout?
- Met the required word count?