**Guidance, rubric, and template for ME/AE 210 Writings:**

This is a sample template of the content, layout, format, and referencing approach for ME/AE 210 writing submissions. For most proposals and many reports in your career, deviations from a prescribed format will lead to outright rejection or resubmission of the document. With that in mind, please structure your submissions as below. You can even take this file, cut out the first page and red text, and then fill in according to the template (**still, be sure to reread everything prior to submission so that you catch any formatting errors**). These writings should be at least 500 words and not exceed the three-page limit.

**How to do well on these writings:**

* Follow directions for setup and layout
* Format as shown (fonts, justified alignment, referencing, full sentence captions on figures, etc). Pay attention to these details!
* Spell and grammar check
* Reference your sources according to IEEE. \*Note: just references should be IEEE format; the writing itself should follow the below format.
* Go the extra mile – find a picture, chart, quotation, or idea beyond stock images.
* Convey a clear response *from your reader's perspective.*

**Rubric for scoring**

1. **Proper heading (Course, Assignment #, Name, Date):** -5 if missing any element
2. **Title:** -10 if missing
3. **Body** (-5 each occurrence of improper capitalization/spelling)
4. **References** (-10 no references, -5 improperly cited references per each occurrence)
5. **Figure & Captions** (-5 no figure or image, -5 improper caption or formatting not centered, caption sentence not complete …)
6. **Widows and orphans** (-5 single line following page break or single word on a line)
7. **Paragraph format justification** (-5 inconsistent, -5 left & right justification not done)
8. **Minimum length** (-10 for fewer than 500 words)
9. **Maximum length** (-10 for exceeding two pages of response/body; you may have references on third page)

From the above, students may **only** lose up to 49% of a writing’s credit. The other 51% will be based on the content in three segments:

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1 | 9 | 17 |
| Introduction | Unclear - does not set stage for major points. No clear “why was this written?” | Missing main purpose of writing and/or major points | Includes main purpose and major points – we know why this was written. |
| Body | No cohesive support for significance of the writing. Discussion does not build on introduction. | Some discussion related to introduction, but lacks focus or relevance. | All discussion builds on introduction and provides greater depth to major points in introduction. |
| Conclusion | Does not close by reiterating major points, highlighting major ideas/contributions, or drawing connections between major points. | Major points might be mentioned, but significance only weakly conveyed. Not focused. | Major points reiterated, significance made clear, and any parallels/ connections clearly stated. |

See the example attached for clear formatting guidelines and expectations. If you do not know what some of the above mean (e.g. “widows and orphans”), first try to look it up and then ask for help.

**EXAMPLE FORMAT FOR WRITING SUBMISSIONS**

**ME 210 – ME Professional Development Seminar**

**Assignment #1**

**H. Lee Martin**

**Submitted August 1, 2022**

**Title:** Definite Purpose

(Give the subject of your paper either from assignment or in your own words. Titles should be informative yet short; they should not be “Assignment 2.”)

**Response**: (This is the body of your effort, up to three pages. Use references from the internet, personal conversations, or books to support your positions so that your thoughts are defensible and their source traceable. Notice the left and right justification and reasonable size of paragraphs – these make a good first impression on the reader. References are used to support even the most personal of information, setting a foundation for the reasoning.) Hill [1] states that a definite purpose is the source of all success. Living your life with a passion for what you can contribute to society is a foundation of joy in life. At different junctures in my life, I have refocused my “definite purpose” starting with my youth where my first goal was to be an astronaut. This was no surprise since the U. S. President, John Kennedy [2] gave a national challenge to choose to put a man on the moon and return him safely before the end of the decade when I was in the first grade.



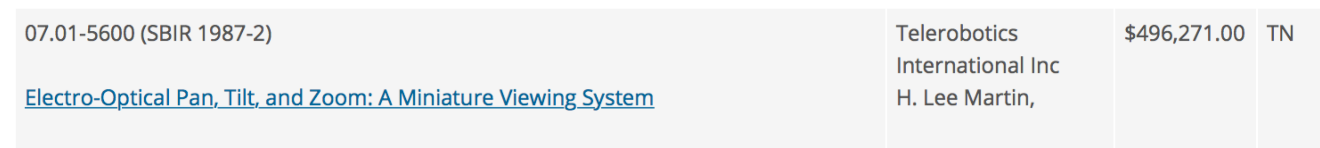


Figure 1. NASA sponsored the first business contract that led to Omniview [3].

That definite purpose provided focus to me to study mathematics and science in pursuit of technology advancement. Nearer-term “definite purposes” included getting through engineering at the BS, MS and PhD levels on the way to an initial career opportunity at the Oak Ridge National Laboratory (ORNL) developing robotic systems for places where people could not go (radioactive and outer space). As “definite purpose” would lead, the opportunity to work with NASA unfolded in my ORNL efforts. My expertise in robotics and the timing of the space program lead to contacts at NASA Houston, Langley, Huntsville and Marshall Space Flight Centers (SFCs) and the Jet Propulsion Laboratory. A NASA contract through Langley SFC funded the first development contract SBIR for a motionless video direction system, Omniview, which ultimately became a means for seeing the world on the Internet called iPix.

From the NASA contract (see Fig. 1), the company was able to develop a proof-of-concept software demonstration that revealed that the fisheye image could be selectively reconstructed into an image centered about any vector in the field of view. A patent was filed and received two years later. With patent and prototype in hand, the company focused all its efforts on creating an immersive imaging system that would change the way people used first video and then photographs to see remote places. This definiteness of purpose forced us to stop all other activities to entirely focus on immersive imaging. The result was that when the Internet became available, we were ready to be first to the market with this product and expose it to the world. Without a clear, pinpoint focus, we would never have had this opportunity because the window of opportunity opened and closed very quickly.

So now I enter the “golden years” of my life, what is my “definite purpose”? I seek to serve and mentor the next generation of East Tennessee technology entrepreneurs by teaching, encouraging and sharing the entrepreneurial experiences that I have deeply enjoyed. My desire is that each student leaves my classes has a greater appreciation of capitalism, fuller understanding of how to pursue the American dream and a clearer ability to add create value for themselves, their employers, and their country.

**References:** (Be consistent and thorough in your listings, refer to numbers in body of writing; follow IEEE format for references below)

1. Hill, N. *Think and Grow Rich, The Original Version Restored and Revised*. Chula Vista, CA, USA: Aventine Press, 2004, 9-14.
2. Kennedy, J. F, “The Decision to Go to the Moon,” May 25, 1961, <https://history.nasa.gov/moondec.html> (accessed January 26, 2021).
3. NASA Contract Records, SBIR/STTR Firm Details, <http://sbir.nasa.gov/content/telerobotics-international-inc> (accessed January 26, 2021).