

TEAM RESEARCH PROJECT

Mech 226, Term 1

Learning Objectives

Find the Guidelines for the Proposal that are posted on Connect

- To learn consensus, delegation, collaboration team writing methods
- To learn how to conduct research in teams
- To learn how to avoid plagiarism
- To learn methods for team writing
- To learn editing methods for team projects
- To learn troubleshooting strategies

Before You Begin. . .

- The **consensus method** of team writing
 - Team works together to research and write each section of the written document. This model requires the agreement of most participants and the resolution of minority objections on matters of form and content.
- The **delegation method** of team writing
 - An individual meets with team members throughout the document preparation process to ensure that everyone has input and all relevant info has been provided. Those involved offer changes to or feedback on the document; it is then returned to the writer for revisions.

These methods are not applicable for Mech 226 Project

Before You Begin. . . cont'd

- The **collaboration method** of team writing
 - The team defines tasks, creates outlines, and makes major revisions together, then individuals complete research, writing, and editing for specific sections of the report. The sections are combined into one document, then edited by one person.

Yes, this method is applicable for Mech 226 Project.

Report Topics

- Blogs, Wikis, and Web-pages in Workplace Communication: Ethical Issues
- Social Media in Workplace Communication: Ethical Issues
- The Ethics of Using Artificial Intelligence in Workplace Communication
- Human-Computer Interaction: Ethical Issues

Three assignments

Choose one or several communication technologies and investigate some aspects of these technologies and potential ethical issues.

You will not be asked to provide an in-depth analysis or recommendations because your report is informational in nature.

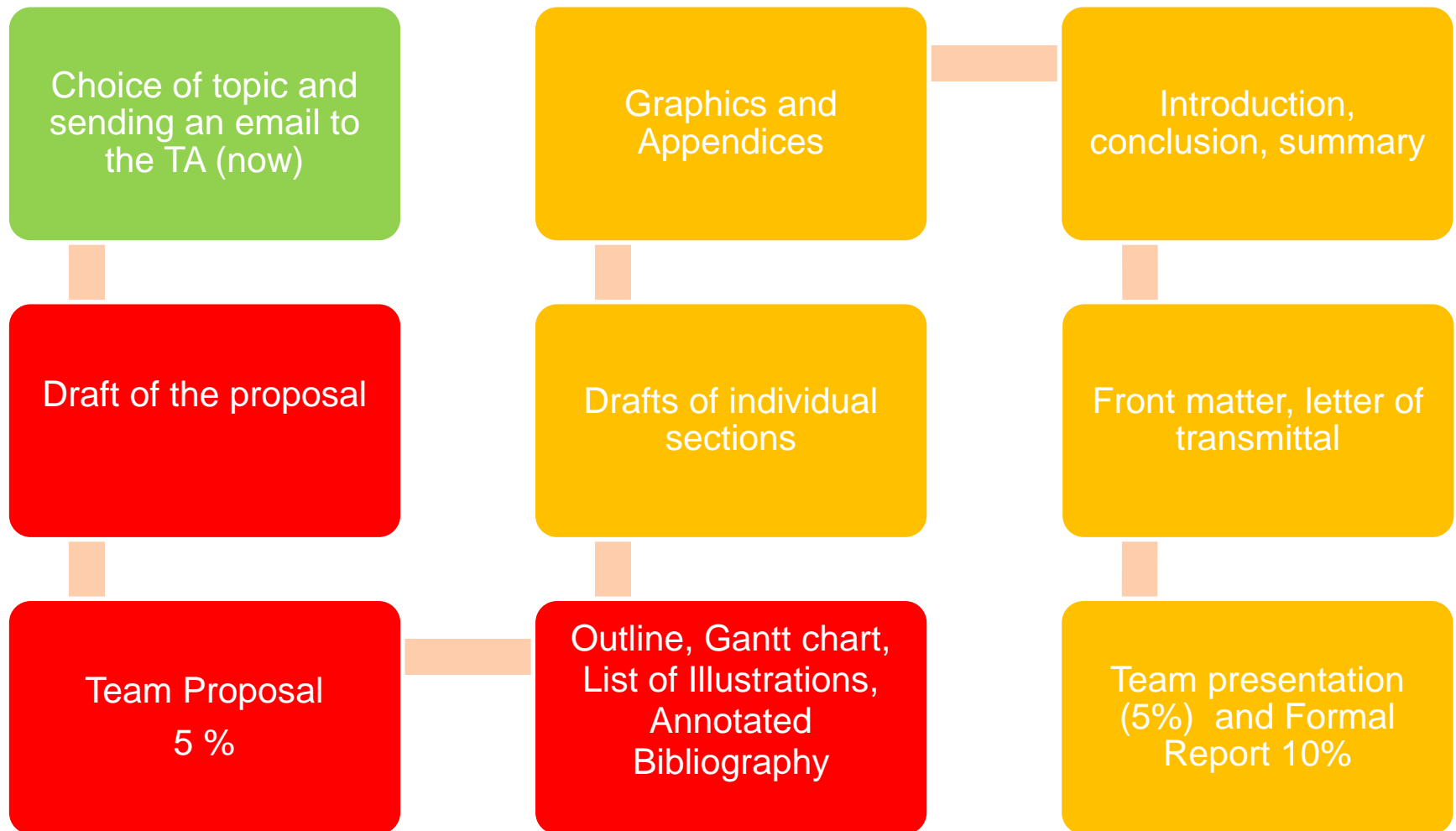
Summarize information that you will get from academic sources in the library and on the internet. A sample formal report is included in Ch. 21, pp. 519-530. This project involves three team assignments:

1. A team proposal with a project planning form, preliminary report outline, proposed list of illustrations, and annotated bibliography in the APA documentation style (5 marks)
2. A team presentation of the proposal (5 marks)
3. A team formal report (10 marks)

Your Starting Point

- Team contracts help everyone understand their roles and tasks.
- Teams can break down in spectacularly nasty ways if there are no contracts or ground rules.
- Doing SWOT analysis of each member helps to assign work better (to acknowledge strengths/weaknesses).
- People (and teams) often fail because people (and teams) fail to plan.

Work flow for the Formal Report



Preparing Citations and References

- Use the APA documentation system.
- Note bibliographic information about each source (in case have to share this information).
- Remember that one member's failure to cite a source can sink the entire team's credibility.

Paraphrasing Source Material

Original: “These drinks should be ingested when there is a need for more rapid replenishment of carbohydrates and/or electrolytes in combination with water during periods of prolonged, vigorous sports participation or other intense physical activity” [1].

Source*: [1] Committee on Nutrition and the Council on Sports Medicine and Fitness. Sports drinks and energy drinks for children and adolescents: are they appropriate? *Pediatrics*. 2011; 127; 1182–1189.

In the following examples, material is still being plagiarized when it is not adequately paraphrased even when a citation is provided.

Problem 1—Not paraphrasing. Copying text verbatim and providing a source but not using quotation marks

Original: *These drinks should be ingested when there is a need for more rapid replenishment of carbohydrates and/or electrolytes in combination with water during periods of prolonged, vigorous sports participation or other intense physical activity.*

The Committee on Nutrition and the Council on Sports Medicine and Fitness [1] asserts that *these drinks should be ingested when there is a need for more rapid replenishment of carbohydrates and/or electrolytes in combination with water during periods of prolonged, vigorous sports participation or other intense physical activity.*

Problem 2—Substituting/ altering just a few words, retaining the same sentence structure and much of the original language

Original: *These drinks should be ingested when there is a need for more rapid replenishment of carbohydrates and/or electrolytes in combination with water during periods of prolonged, vigorous sports participation or other intense physical activity.*

Sports *drinks should be ingested when there is a need for quickly replenishing carbohydrates and/or electrolytes together with water during periods of* extended, *vigorous sports* activity *or other intense physical* exertion [1].

Problem 3—Paraphrasing only part of a sentence, retaining the original language in the other part of the sentence

Original: *These drinks should be ingested when there is a need for more rapid replenishment of carbohydrates and/or electrolytes in combination with water during periods of prolonged, vigorous sports participation or other intense physical activity.*

During periods of prolonged, vigorous sports participation or other intense physical activity, children may consume sports drinks along with water when their carbohydrate or electrolyte balances need to be restored quickly [1].

Problem 4—Paraphrasing most of the sentence, but failing to paraphrase one phrase

Original: *These drinks should be ingested when there is a need for more rapid replenishment of carbohydrates and/or electrolytes in combination with water during periods of prolonged, vigorous sports participation or other intense physical activity.*

Children may consume sports drinks along with water when their carbohydrate or electrolyte balances need to be restored quickly, for example, when they are engaged in *prolonged physical activity* [1].

A completely paraphrased, and thus ethically written, sentence

Original: *These drinks should be ingested when there is a need for more rapid replenishment of carbohydrates and/or electrolytes in combination with water during periods of prolonged, vigorous sports participation or other intense physical activity.*

When consumed with water, sports drinks can help quickly restore carbohydrate and electrolyte levels in children engaged in physically demanding activities [1].

Organizing Information and Writing: Format

- Read Ch. 21 “Formal Reports” and study the sample report on pp. 519-530.
- Decide what the project as a whole is intended to achieve.
- Determine how each section contributes to the whole.
- Agree on a general tone/style for the document.
- Remember to avoid using jargon/colloquialisms.
- Choose a designated editor:
 - Collect members’ sections in electronic format.
 - Keep track of versions.

Initial Editing for Content

- Everyone should review the document before giving it to the editor; focus on sections that are not your own.
- If any information is missing, decide who will fill in the gaps; give info to the writer of that section for revision.
- The revised section then goes back to the editor.
- He/she has right to call on any team member for clarification or further information.

Content Editing, Copy Editing, and Formatting Review

1. Review content

- Do all sections contain what is needed in terms of required information?

2. Read and re-read document

- Read entire document a couple of times; look for disjointed writing; ensure each section flows into the next—tone, word choices, and style.

Content Editing, Copy Editing, and Formatting Review, cont'd

3. Double-check sources

- Ensure citations are accurate for materials that are not yours.
- Be sure that the reader knows where information was obtained.

4. Revise as needed for unity of writing

- Rewrite/edit sections as needed so the entire document appears to be written by one writer.

Content Editing, Copy Editing, and Formatting Review, cont'd

5. Do a comprehensive copy edit

- Review the document for grammar, spelling, mechanics, and structure.
- Edit using a spell/grammar check, then print out the report and edit the hard copy.

6. Review document for appearance/presentation

- Use the Formal Report Marking Rubric (on Connect in the sub-folder “Formal Report” in the folder “Team Project”)
- Print out this Rubric and insert it in your report. It will be used for marking the report.

Content Editing, Copy Editing, and Formatting Review, cont'd

7. **Print—then double-check everything**

- Review the document one last time to make sure that it looks professional and is ready for further copying and/or processing with covers, bindings.
- Write and sign the letter of transmittal. Do not bind it together with the report.
- Submit the report and the letter to your TA or the instructor **(only the hard copy will be accepted).**