**EDD 104: Technical Communications II**

**Class 3: Student Task List**

**Objective: TO ASSESS WHAT YOU HAVE LEARNED AS A TEAM THAT WILL HELP YOU TO EVENTUALLY DEVELOP A DESIGN THAT RESPONDS TO YOUR DESIGN STATEMENT.**

* Team members will first **share,** **combine** and **organize** their research findings by creating a single Research Document that is organized in alphabetical order by the last name of the first author of your article, text or other type of source.
* This means that the PL will appoint one or two members to act as scribes or secretaries who will gather each member’s sources and create a single “**MASTER RESEARCH DOCUMENT**” by cutting and pasting.
* Each student will report out what they found on their topic, and teams will discuss whether they need further research (you almost certainly will) to expand knowledge or to cover topics not covered.
* ONE TEAM MEMBER NEEDS TO BE ASSIGNED TO take notes of what everyone reports, and then record what the discussions and conclusions are as to what further research is needed and by who.
* THE GOAL IS TO CONTINUE TO ASSESS WHAT YOU NEED TO KNOW BEFORE YOU CAN CONSIDER A SOLUTION TO YOUR DESIGN STATEMENT.
* Students will **review** the Research Report materials and **write** a rough draft of the Research Report.

**PL: Review findings of all team members and create single reference document with all sources listed in alphabetical order.**

* Share and discuss all your individual findings from your Research Tables.
* Verify all documents used by all members have been added to the shared References Folder.
* **Copy and paste individual Research Tables into a Master Research Document** in APA format (alphabetical listings by author with citation). This is a living document, which means that it needs to be revisited and revised weekly, as new sources are found.
* If team is using Microsoft References, make sure all reference information has been added, which means clicking the box on bottom to open all fields.
* Team needs to discuss and assess the **Evaluation Criteria** you have so far, e.g., cost, safety, ease of use, ergonomics, etc. TEAM NEEDS TO DISCUSS AND DECIDE: should any criteria be added or changed based on your research and the keywords?
* **Research Report Rough Draft**

Each individual will be writing his/her own Research Report (draft) based on your team’s Evaluation Criteria.

* THIS MEANS, everyone on the team needs to assess what you found so far based upon the criteria you agreed on.
* Remember, you all need to always think about how this will aid in satisfying the DESIGN STATEMENT.
* WHAT CRITERIA does the topic you have been assigned address? **It needs to address at least one of the criteria.**
* Review the Research Report Assignment for the details
* Failure to complete and timely submit a rough (first) draft of your Research Paper by next week will result in a 20 point deduction
* Failure to follow the proper format also will result in a grade deduction.
* FORMAT:
  + Memo format heading (see sample and Instructions)
  + Minimum of 3 full single-spaced pages of your writing
  + Single-space within paragraphs, double-space between paragraphs
  + 1” margins all around
  + Use 12pt Times New Roman font
  + Use bolded headings to break-up information as necessary—you need to have: Introduction, then Body with a few headings, then Conclusion and Recommendations.
* **Review the Research Report Rubric carefully so you know what is expected**
  + You need to incorporate information from at least reliable 3 sources and reference the material using in-text citations. However, unlike the Research Table, you now need to organize the information as a Research Paper—this means you should **organize your discussion and analysis by topic, rather than by source.**
  + Have sections that discuss topics and begin with a heading in bold, e.g., **Methods of Storing Harvested Heat Energy,** or, **Basic Coffee Maker Operations**
  + You need to write in clear, concise, and grammatically correct English sentences without spelling, punctuation, or syntax errors.

**You need a full Reference Page with full APA citations (no annotations) of all your sources. (This does not count towards minimum page requirement—so it’s 3 pages of writing plus 1 page of References).**

* Before writing, pull out all the research related to your Evaluation Criteria and Topic from the Master Research Document.
* Create an outline for the report before you write so that it will have a logical flow and incorporates your research.
* Start writing the Research Report Rough Draft and save as in File Exchange: LastName\_FirstName\_Research Report Rough Draft

**To:** Professor Martin

**From:** Joshua Smith, WTSN 104, Section \_\_\_

**Date:** February 19, 2018

**Re:** Research Assignment 1

**Design Statement:**

Exactly as given to the team in the project description.

**Introduction:**

The Introduction provides the necessary context to understand the project and the topic being researched.

**Body:**

The body of the paper is the detail from the article(s). The body is developed by addressing the questions above and with the appropriate information needed to understand the research and why at this point the writer believes it is important to the project. Use bold headings to separate ideas within the research.

**Conclusion:**

The conclusion is a separate section that gives you an opportunity to explain what you learned from the article(s) you selected and how they will help the project develop. Summarize the key points and key facts that have been discussed in the paper. Based on what you learned doing this assignment, what do you believe are the most important points the team should keep in mind when writing the requirements?

**Recommendations:**

Based on your research, what is the next step the team should take? What other areas or topics should be researched? Should this topic be expanded?

**The Reference Page begins on a new page.** “References” should be centered as a heading at the top of the page. Even though there are only a few references, you need to understand how to do the format correctly.

**Homework: Summary**

**Due before Class 4 uploaded to MyCourses**

* Research Report Rough Draft submitted to Turnitin link for

Week 3- Draft Research Paper on MyCourses

* Team Evaluation Google Form- everyone needs to submit by start of next class
* PL: Complete TMM with Gantt chart screenshot and a) save in Team File Exchange and b) Upload to Week 3 Discussion Forum with the heading:

TMM- Team \_\_\_\_\_\_\_\_ (name of Project)- Week 3