DATE: 11/10/16

TO: ECE 400 Students

FROM: Brooke Parks: ECE Communication Specialist

SUBJECT: Proposal to Help Students Earn High Grades on Their Proposal Assignments

**Purpose**

The purpose of this proposal is to show that creating a sample proposal for students will help them earn high grades on their proposal assignment.

**Background**

If students don’t have a sample proposal to look at, they might make errors that are easily avoidable. By creating this sample proposal, I can help students gain valuable experience writing correctly formatted proposals. They are likely to encounter a need to write proposals in their future jobs, so this experience will pay off in real world situations. I can also help them earn as high a grade as possible by giving them a model for their own proposals.

**Recommendation**

In order to help students earn high grades on their proposal assignments, I am recommending that a sample proposal be created for them to use as a model.

This solution will help students earn higher grades because they will be able to clearly see what a proposal should include. This will help cut down on errors that are caused by a lack of knowledge about proposals.

The risk of adopting this recommendation is that no students will read the awesome sample I’ve produced, thus wasting my time. However, the benefits of adopting this recommendation outweigh the risks. Surely some industrious students will read the sample and, in turn, earn higher grades than they would have otherwise. If even a few students benefit from the sample, it is well worth the time investment.

**Resources**

I will do the work of creating this sample. I’m qualified because of my years of experience teaching professional and technical writing as an English professor. My office, office computer, and internet connection are the only resources I’ll need for the task.

This recommendation will not require any money aside from my regular salary. This task is well within my range of duties, so no additional monies or resources need to be allocated. The recommendation will take approximately 45 minutes, from drafting through revision.

**Summary**

My recommendation that a sample proposal be created for students to use as a model for their own proposals carries almost no risk and requires no additional resources. However, despite being a low-risk, low-cost recommendation, it has the chance to positively affect many students’ grades. Therefore, I would strongly recommend that a sample proposal be created for students to use as a model for the ECE 400 Proposal Assignment.

**Contact**

Questions about this proposal should be directed to Brooke Parks, ECE Communication Specialist, in EE 250.