Comm 1116 Email Assignment (202410): AI compliant[[1]](#footnote-1)

(due 23)

The following is the scenario for which you will write this term’s big solo assignment (30 marks). Your submission must be a shared file and must include the plan sheet.

You will share this assignment file in the assignment folder. You will not make a separate submission on the due date. Just take your hands off the keyboard before the deadline, and your instructor will grade the file that you have been working on, on which they can check your edits and progress.

You are, of course, welcome to use AI to help with edits, but you will need to provide an AI acknowledgement (see below). For this acknowledgement, you do not need to produce every prompt and result; just provide a paragraph description of how or whether you used AI on this assignment.   
  
Also, if you do use AI, please paste the AI revised text into the final draft so we can track those changes in the version history function. Again, you will not lose marks for using AI, but we want to know how AI is being used and what sort of work it produces – if only to satisfy our own curiosity. Thanks.

You work for Blackbox Codewerx, a small outfit that produces ops code on a consulting basis. Your biggest client is a power company for whom you are developing smart monitoring and switching software to accommodate the rapidly changing power feeds from wind and solar sources, supported by a base load of natural-gas-fueled power stations so that customers don’t experience brown-outs.

Everyone is very busy, and staff are saying that **the company needs to expand**. You had been part of the co-op program at BCIT and thought that **Codewerx should sign on to the Government of Canada Student Work Placement Program (SWPP)**. You decide to speak up at a meeting.

You: Hey, John and Sue, I've been thinking about the benefits of getting involved in the student placement program. I believe it could bring some fresh talent to our team and maybe even some long-term benefits. Plus, **we would get $7,000 per placed student to subsidise their salaries**, and it's only for about 420 hours, generally spread over four months, so **it's not a long-term commitment**. That's not a bad deal.

John (Lead Developer): Well, I see the potential advantages, but I'm concerned about **the time and resources we'll need to invest in training and supervising students. It could take away from our regular tasks, and we might experience a short-term dip in productivity**. So, I see the **onboarding**[[2]](#footnote-2) as a considerable issue.

Sue (HR Manager): I echo John's concerns. The training and the turnover are problems. How many hours would we need to train and integrate the students for the short amount of time that they would be with us? We would invest in their training, only for them to leave once their placement is over.

You: Those are valid points. However, the extra help could **alleviate some of the workload on our current programmers**. Also, I think the **long-term benefits would outweigh the short-term challenges**. For instance, we could identify promising talent early on; some of these students might become valuable additions to our team when they graduate.

John: That's true, but what about that initial learning curve? **We can't expect students to hit the ground running**, and that might slow us down, especially with our tight project deadlines.

Sue: And considering the confidential and proprietary nature of our major projects, there's also the second major concern about **sharing sensitive information with temporary staff**. We need to **ensure that our intellectual property is protected.** How discrete are these young students going to be when they move on to other employers or go back to the classroom?

You: I understand your concerns. We would need to **carefully select the projects or work tranches suitable for students** and ensure that they receive proper guidance and support. I could poll the team leads to see whether they have projects or tasks for which students would be appropriate and ask them whether they would support us joining the SWPP program. As for confidentiality, we can **have the students sign non-disclosure agreements** to address that issue. We could talk to our lawyers about adapting our standard NDA[[3]](#footnote-3) so that it would work for students.

Sue: But as we said, what about integrating them into our team? It can be challenging to bring temporary staff up to speed on our internal policies and processes. It could take up considerable time for our team leads.

You: I hear you both, and these are definitely things we need to address. However, the benefits of bringing in fresh perspectives, fostering innovation, and building a talent pipeline for the future are significant. I think it's worth exploring.

John: Well, it's a risk, but I can see the potential benefits too. Maybe if we carefully plan the projects, safeguard our proprietary intellectual property, and provide proper mentorship, it could work.

Sue: I agree. But we need to protect the time and productivity of our team leads and current programmers; we would have to **create a clear onboarding process** or, better yet, **an** **onboarding manual.**[[4]](#footnote-4) Yes, I think that’s it. A manual would take a lot of effort to put together but would make it much easier to integrate the students. Once the manual was written, of course, we could use it for future inductions of students – assuming that we continue to take on co-op students after the first round. I’ll also point out that the NDA will represent a cost. Polling the team leads is a good first step, though. It would prove that there’s a need for the students in the first place and that team leads are on board.

You: Great points, both of you. How about this: I'll **draft an email to the boss**[[5]](#footnote-5) outlining the potential benefits of the SWPP. He/she will be sure to see the same problems that you’ve outlined, so I’ll address these concerns and how we could overcome them. I’ll present a well-thought-out plan that includes project or task selection, the onboarding manual, and confidentiality measures. What do you think?

Sue: I'm on board.

John: Sounds good. If we can demonstrate that we've considered the challenges and have a solid strategy in place, the SSWP might just get the green light. But we need the boss’ permission to pursue this further.

You: Perfect. I'll get started on that draft, and once it's ready, I'll share it with both of you for any additional input. Let's work together to make this a success for our company and for the students involved.

Please write that email to the boss now, asking him/her for permission to champion the co-op placement program at Codewerx. You’ll have to ask for this permission before you will be cleared to spend company time on the project. Make up a name for the boss and other minor details that are not in the scenario but that you would include if you were writing this email in the real world.

Please note that this scenario is deliberately simply and repetitively written to aid comprehension and so that you do not over-rely on the text in your own email.

**Plan Sheet**

**Purpose Statement**

I want my reader, who is the CEO of Codewerx called Vincent,

to know the benefits of the SWPP and accept it.

**1. Main Idea Statement**

1. Outlining the potential benefits of the SWPP.
2. Present a well-thought-out plan that includes project or task selection, the onboarding manual, and confidentiality measures.

**2. Context**

**Cause:** The company needs to expand; Codewerx should sign on to the Government of Canada Student Work Placement Program (SWPP)

**Solution:** Carefully plan the projects, safeguard our proprietary intellectual property, and provide proper mentorship

**3. Details**

**Drawbacks:**

1. We must invest time and resources in training and supervising students. It could take away from our regular tasks, and we might experience a short-term dip in productivity.

**Benefits:**

1. Low financial risk: we will get $7,000 per placed student to subsidise their salaries; it's not a long-term commitment.
2. long-term benefits would outweigh the short-term challenges: we could identify promising talent early on; some of these students might become valuable additions to our team when they graduate

**Challenges:**

1. We can't expect students to hit the ground running:

* carefully select the projects or work tranches suitable for students, poll the team leads, and ask them whether they would support us joining the SWPP program

1. sharing sensitive information with temporary staff, need to ensure that our intellectual property is protected:

* have the students sign non-disclosure agreements and talk to our lawyers about adapting our standard NDA to work for students.

1. Bringing temporary staff up to speed on our internal policies and processes can be challenging:

* create a straightforward onboarding process or, better yet, an onboarding manual.

**4. Next Step**

**Subject: Proposal for Participation in the Student Work Placement Program**

**Dear [Boss's Name],**

**I hope this email finds you well. As we continue to navigate the challenges and opportunities of our rapidly evolving industry, I've been reflecting on strategies to enhance our team's capacity and innovation. I would like to propose that Codewerx explore the potential benefits of participating in the Government of Canada's Student Work Placement Program (SWPP).**

**This initiative offers a unique opportunity to bring fresh perspectives into our projects while also addressing our current staffing needs. By welcoming students into our fold, we not only contribute to developing the next generation of talent but also stand to gain from their fresh insights and ideas. The program offers a substantial subsidy for each student placed, covering a significant portion of their salaries for approximately 420 hours of work spread over four months. This short-term commitment could provide us with the additional support we need without overextending our resources.**

**I understand and appreciate the concerns raised regarding the onboarding process, the potential impact on our productivity, and the confidentiality of our projects. However, I believe that with careful planning and the creation of an onboarding manual, we can mitigate these risks effectively. This manual would streamline the integration process, ensuring that new additions are quickly brought up to speed with our policies and processes. Moreover, implementing non-disclosure agreements specifically tailored for these placements can safeguard our intellectual property.**

**To proceed with this initiative, I seek your permission to explore and potentially champion the integration of the SWPP into our operations further. Your support would be invaluable in taking the first steps towards this potentially rewarding endeavour.**

**I am keen to discuss this proposal in more detail and hear your thoughts on how we might integrate this program into our strategy. Your insight and approval are crucial as we consider this innovative approach to talent development and operational enhancement.**

**Thank you for considering this proposal. I look forward to your feedback and the opportunity to contribute further to our company's success.**

**Warm regards,**

**[Your Name]**

**邮件主题: 提议参与学生工作安置计划**

**亲爱的[老板姓名]，**

**希望这封邮件找到您时一切都好。随着我们持续面对快速发展行业的挑战与机遇，我一直在思考增强团队能力和创新的策略。我想提议Codewerx探索参与加拿大政府学生工作安置计划（SWPP）的潜在好处。**

**该计划为我们带来了独特的机会，将新鲜视角融入我们的项目中，同时也解决了我们当前的人员需求。通过接纳学生，我们不仅为下一代人才的发展做出贡献，还能从他们的新思想和想法中获益。该计划为每位学生提供了大量补贴，覆盖他们薪资的重要部分，为期大约四个月，共420小时的工作。这种短期承诺为我们提供了所需的额外支持，而不会超出我们的资源。**

**我理解并赞赏关于入职过程、对我们生产力可能产生的影响以及项目保密性的担忧。然而，我相信，通过仔细规划和创建入职手册，我们可以有效地降低这些风险。这个手册将简化整合流程，确保新成员能够快速了解我们的政策和流程。此外，针对这些安置采用特制的保密协议，可以保护我们的知识产权。**

**为了推进这一倡议，我寻求您的许可，进一步探索并可能推动将SWPP整合到我们的运营中。您的支持对于我们采取这一潜在回报举措的第一步至关重要。**

**我希望能详细讨论这一提议，并听取您对如何将该计划融入我们策略的想法。您的见解和批准对我们考虑这种创新人才发展和运营增强方法至关重要。**

**感谢您考虑这一提议。我期待您的反馈，以及进一步为我们公司的成功做出贡献的机会。**

**此致敬礼，**

**[您的名字]**

**Draft 1**

**Draft 2**

**AI Acknowledgement**

**Final Draft**

1. This assignment is deliberately disorganized and to some extent incomplete so that you will have to ferret out the relevant and important information and plan how to sequence it in your email. Sorry. It’s tough but fair. [↑](#footnote-ref-1)
2. Onboarding" refers to the process by which a company acclimates and integrates new employees into their roles, teams, and the organizational culture. It involves orientation, training, providing necessary resources, and facilitating connections to ensure that new staff members can quickly become productive and engaged within the organization. [↑](#footnote-ref-2)
3. A non-disclosure agreement (NDA) is a legally binding contract between two or more parties that outlines confidential information they wish to share with each other for certain purposes, while imposing restrictions on the disclosure or use of that information by the receiving party. NDAs are commonly used to protect proprietary business information, trade secrets, and other sensitive materials from being disclosed to unauthorized individuals or entities. [↑](#footnote-ref-3)
4. An onboarding manual, often referred to as an employee onboarding manual or orientation manual, is a structured document or guide that provides essential information, policies, procedures, and resources to new employees when they join an organization. The purpose of an onboarding manual is to facilitate a smooth and effective transition for new hires into their roles and the company as a whole. It typically includes information about the company's culture, values, mission, as well as practical details about job responsibilities, expectations, benefits, and administrative processes. (ChatGPT prompt: “define onboarding manual” Sept. 25/’23) [↑](#footnote-ref-4)
5. Give the boss whatever name you like in your email. [↑](#footnote-ref-5)