**Executive Summary Assignments**

Executive summary assignments are designed to have students relate ideas to their superiors in an email format that is:

* Brief
* To the point
* Well written (without grammar or spelling errors)
* Easy to understand

The summary should be less than a page, and be written to a manager who is moderately technical. For this course, the “email” should include a “subject” and be addressed to the professor. Here is an example template:

**Subject***: (Assignment #) This is where you write the subject of the email*

**Salutation***: Example = “Dr. Perigo:”*

**Body of email***: includes a non-technical summary paragraph of the topic/problem; followed by a more technical write-up of the technology/problem; include bullets or an easy table/list; and a closing paragraph*

**Email signature:** *your name and title*

**Formatting:** Document should be in Times New Roman 12 point font, with 1” margins

**\*Notes: Even though this is in “email format” there should still be in-text references (on separate page) and plagiarism (copy/paste without paraphrasing) is strictly prohibited.**