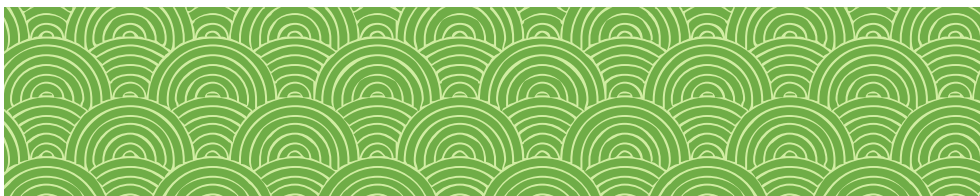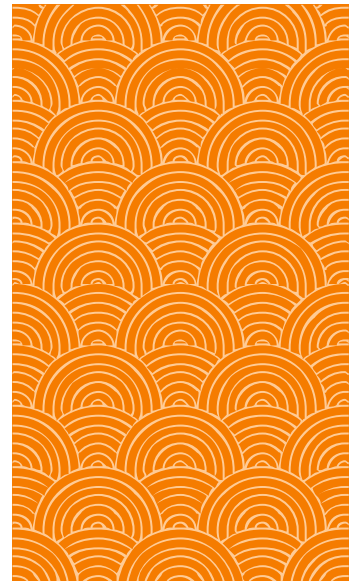# KidCore – Proposal Statement

2048 Liberty Way

San Jose, CA 95148

Created by Alex Yuan

Cover Letter

October 7th, 2017

Mr. Brad Jenkins
Executive Manager
KidCore Foundation
2048 Liberty Way
San Jose, CA 95148

Dear Mr. Jenkins,

I am pleased to include a proposal to set up a technical writing class for young at-risk teenagers. Given a budget of $50,000, we can set up a comprehensive writing curriculum that provides teenagers the necessary skills to succeed.
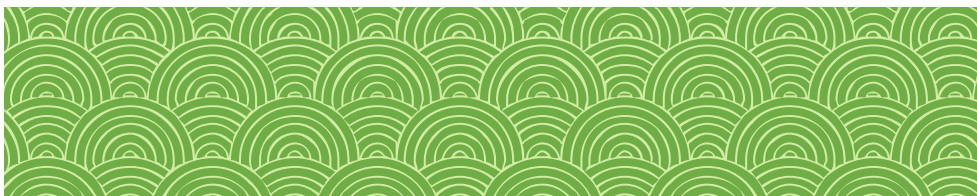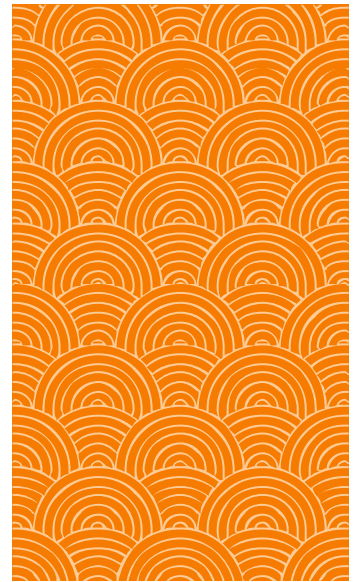
In the past 10 years, KidCore has dedicated its efforts to help at-risk teenagers by providing various forms of counseling and resources. By offering a technical writing class, these teenagers would gain valuable writing skills applicable towards not only college-level assignments but also job-related documents.
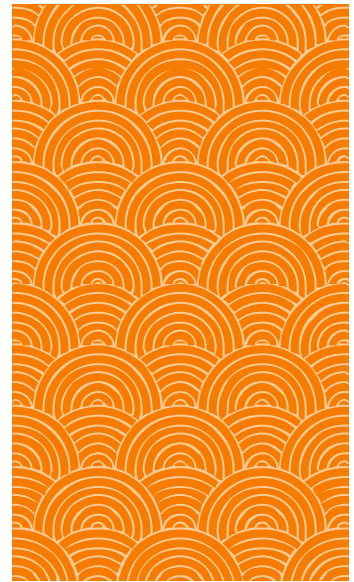
The proposed budget would cover the development and organization of this technical writing class. With KidCore's support, funds would be used for hiring and compensating qualified instructors, obtaining necessary educational materials, and formulating a writing curriculum.

Again, I would like to thank you for considering the idea of setting up a technical writing class at KidCore. Please keep in touch with me if there is anything you want to discuss.

Sincerely,

Alex Yuan
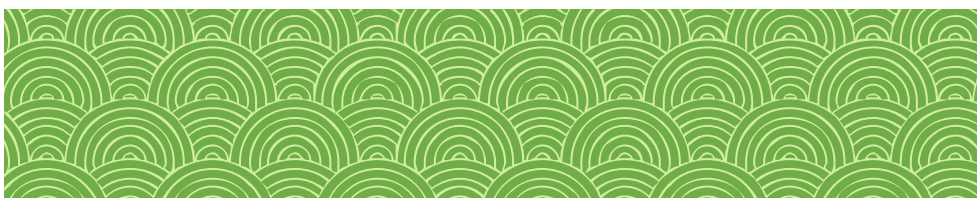Technical Writing Student, San Jose State University

Proposed Education Module

For the past 10 years, KidCore has provided numerous resources for at-risk teenagers. From offering job training to one-on-one counseling, the organization ensures that all teenagers would eventually have an equal opportunity to succeed in the professional world.

While KidCore has accomplished much to get these teenagers back on track, their resources do not include writing assistance resources. Writing is a critical skill for communication. It is used in many applications, whether it be simple letters or even entire novels.

For these adolescents, high-level writing is a skill that they don't have much access to; this is significant because without it, tasks such as writing professional documents and job applications would be a daunting challenge. As a result, at-risk teenagers would struggle immensely at academic and workplace settings.

As such, teaching these adolescents how to write on a professional level is essential to their success. To provide at-risk teenagers with critical writing skills, a technical writing class should be implemented as part of KidCore's teen programs.

Justification for Educational Module

Having a technical writing class at KidCore can benefit at-risk teenagers in certain ways. For one, learning how to write high-level documents can aid them in college-level courses as well as job applications. Additionally, teenagers can use this writing experience as a basis on self-improvement to work towards higher opportunities.
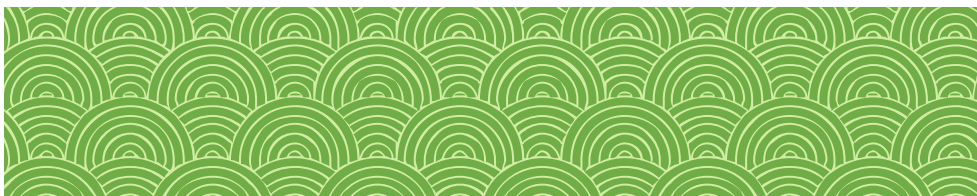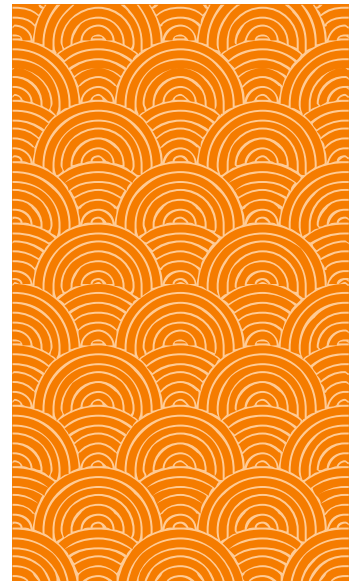
Qualifications

I am a 4th year student currently studying professional technical writing at San Jose State University. So far, I have taken related courses such as Creative Writing, Writing for Editors, and Professional Technical Writing. Although my technical writing course is currently in progress, I have gained much experience and understanding (though various projects and about its significance in the professional world. By proposing a technical writing course at KidCore, I think it is a good fit for at-risk teenagers. Not only would they gain valuable writing experience, but also understanding on how said writing can help them excel in the outside world.

Class Curriculum Overview

The technical writing class will span over the course of four months, starting from December 2017. Each month will cover a different topic, which would culminate in an end-of-the-month project. Here is a brief overview of the curriculum:

- ***December 2017:*** Basics of Technical Writing + Applications
    - ~ **Monthly Project:** Cover Letters
- ***January 2017:*** Memo Writing
    - ~ **Monthly Project:** Memo for an Engineering Company
- ***February 2017:*** Technical Manuals
    - ~ **Monthly Project:** Computer Assembly Manual
- ***March 2017:*** Writing Professional Proposals
    - ~ **Monthly Project:** Proposals for X Company

The next technical writing module will then take place no later than **April 2018**.

Budget

To implement a technical writing course at KidCore, a proposed budget of $50,000 would be needed. Funds would be allocated towards various elements such as classroom materials and hiring and paying instructors.

Additionally, time would be needed to manage the organization of implementing this class. Given the nature of this proposal, a month-long period should be sufficient. Below is a timeframe that outlines to-do tasks, as well as the planned budget usage.

Timeframe of Class Setup

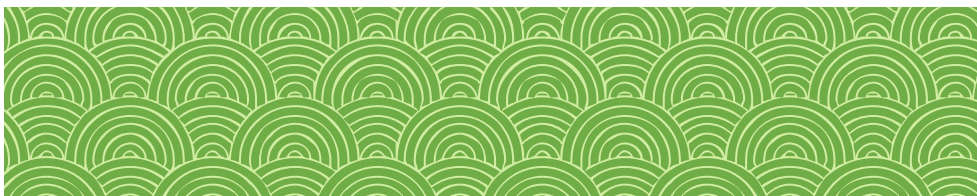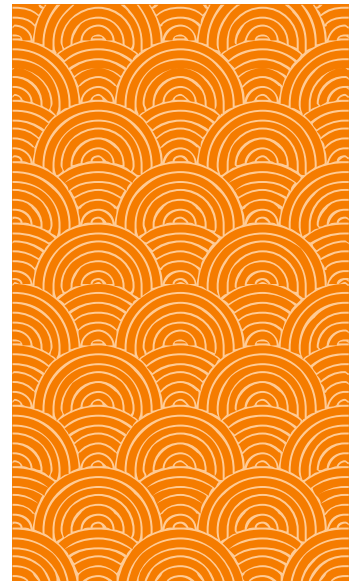| Task	Projected Time of Task	Projected Fund Amount
Discuss organization with KidCore	**10/30/17 – 11/10/17** *(1 – 2 weeks)*	-----
Conduct interviews with teens, faculty	**11/6/17 – 11/9/17** *(4 days)*	-----
Purchase necessary class materials	**11/13/17 – 11/15/17** *(3 days)*	$5,000
Hire and Interview qualified Instructors	**11/13/17 – 11/30/17** *(approx. 4 weeks)*	See notes
Formulate a complete class curriculum	**10/30/17 – 11/30/17** *(approx. 1 month)*	------
Rent out suitable room(s) for the class	**11/16/17 – 11/27-17** *(1 week)*	$25,000

Notes:

~ The class materials to be purchased include:
- Standard materials (i.e; pencils, paper): approx. $100
- 5 computer setups (approx. $600 ea.). Each setup is complete with monitors, keyboards, and a master printer ($300 not including peripherals)
- Desks, chairs, whiteboard + materials: approx. $700

~ $500 of the budget will go towards job advertisements (on common job sites); qualified instructors will be paid at a starting wage of $20/hr.

~ Interviews with teens and faculty members are done to see a) their preferences towards writing, and b) where teens' writing skills are at. Data will be used to formulate the course curriculum.

~ The remaining $20,000 would be used towards salaries and future additions/improvements towards the module.

Measures of Success

Laying out tasks for a goal is one thing, but making sure that the product succeeds requires considerable effort. To ensure that the technical writing class becomes a long-term successful endeavor, teenagers and instructors would be interviewed for their feedback. Their input would then be used to consider possible changes and/or additions to the course itself.

How would the course itself be considered a success? If both teenagers and instructors agree that the course has helped teenagers learn technical writing skills, it could be considered as a success. Teenagers finding themselves writing good papers or even landing job opportunities is also a sign that the technical writing course has succeeded.

If the technical writing course succeeds, additional funding can be proposed; this can be put towards implementing additional writing modules for teenagers to take.

Conclusion

An implementation of a technical writing course at KidCore is essential towards at-risk teenagers' development. For this to happen, a proposed budget of $50,000 will be used towards obtaining necessary elements such as class materials and qualified instructors, planning out the organization and implementation of the curriculum, and renting out a room.

Offering a class like this is a huge opportunity to teenagers that have significant issues back at home. It has the potential to enlighten them about the intricacies of high-level writing; by the time they complete the course, teenagers would not only be able to write professionally, but also have potential job opportunities once thought unreachable.