

Undergraduate Studies Guide Synopsis

Due to the internal use of this document and to protect client privacy, the larger document cannot be shared publicly.

Date Completed: December 2024
Role: Technical Editor
Client: Director of Undergraduate Studies, Auburn University Department of English
Document Type: Departmental Handbook for Undergraduate Studies and Style Guide

Impact of My Work

- Evergreen document
- Structured for easy information finding
- Balanced personal voice of the author to create effective procedural documentation

Key Features

To create a usable guide for the Auburn University English Department, I made the following changes to the initial document:

1. **Renamed the document to be *A Guide to English Undergraduate Studies*** to emphasize the importance of the resources for an array of faculty and staff in the English department and beyond.
2. **Pop out textboxes** were added to preserve the personal flair and insights of the outgoing DUS. The introduction message and the grey note sections can be updated or changed as needed by the outgoing DUS.

Note: For PPW, we want the students to submit a copy of their e-portfolio on a thumb drive or other portable device since we have found that students turn their e-portfolios into online job search portfolios.

Sample Note Section

3. **Addition of a timeline section** to create a visual display of the paperwork deadlines and timing, which are a large part of undergraduate advising.
4. **Increased the ease of information searching** by changing, adding, and reordering headings and subheadings. The most important sections were put first. The addition of headings and subheadings allows users to quickly find the information they need, rather than having to read the whole guide.
5. **Consistent style** was established. A style guide was developed for language and usage. Microsoft Styles was used for document design.

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Information Structure