

Memorandum

To: Tracy Dalton

From: Hallee Hinds

Subject: Completion of ENG 321 Portfolio Project

Date: May 1, 2017

I am submitting my final project, *Making Your Missouri STATEment in Special Education: An Advising Guide*, for review. I am including this memo of transmittal in my report to outline the changes from my report's original proposal; this memo is intended to clear up any confusion that stems from the changes between the two documents.

Several things in the final product of my portfolio project changed from my original proposal. Many more topics and headings were added to my report, and many of their titles were changed throughout the writing process. The headings and body text also changed throughout my document. I decided to use Impact for my first and second level headings and Garamond for my third level headings and body text because both these typefaces are compatible on PCs and Macs. I chose to use Missouri State branding colors because the final product is intended for use by the Education Advisement Center. Also, because I have very few graphics in my report, I thought it was helpful to put my first level headings in color. I also had to add a lot more appendix material than I originally thought I would, but to make the guide flow more smoothly, the appendix pages are extremely necessary.

Over the course of completing my project, I realized that there was no way I would be able to finish my research before writing. For this topic, I had to do my research and writing side-by-side. I also realized that this guide is much longer than I originally thought it would be. After completing this project, I now know that I'm capable of managing my time well based on the 40 hours I was required to spend on this manual. Overall, this project took a long time, but the amount of time I had to spend ended up seeming very small when I look at how large and detailed my project turned out to be.

My advisor, Juli Panza, was a huge help while completing this project because she could answer any questions I had about the Special Education program. I also appreciate all the time you spent helping me refine and revise my writing. Thank you for also answering the many questions I had throughout the course of this project. In my final product, I used the suggestions you made during our multiple meetings dedicated to this project.

If you have any questions about anything included in my portfolio project, please feel free to contact me via email at hmh522@live.missouristate.edu.