English 3105 and 3107: Technical Writing

**Project: Proposal and Presentation**

Vital Statistics

* **Due Date:** March 30 - April 3, 2009. The written proposal is due the day the group presents. **There will be no extensions on the presentations!**
* **Drafts Due:** No drafts for this project.
* **Unusual Requirements:**[Work Diary](http://faculty.tnstate.edu/whennequin/tw/proposal.html%22%20%5Cl%20%22workdiary) and [Division of Labor memo](http://faculty.tnstate.edu/whennequin/tw/proposal.html#division).
* **Conferences:** No conferences for this project.
* **Workshop Dates:** March 23-27, 2009.
* **Length:** About 1200 words for the proposal; 20-25 minutes maximum for the presentation.
* **Research Requirement:** Prices, functions, and such. [See below for details.](http://faculty.tnstate.edu/whennequin/tw/proposal.html#Research)
* **Unusual Requirements:** See [Collaboration](http://faculty.tnstate.edu/whennequin/tw/proposal.html#Collab) and Presentation below.
* **Questions?** Ask in class, or e-mail me.

**Write a proposal for a new, high-tech classroom to be built at TSU, and present your proposal.** Address it to the PFJ Foundation, a philanthropic organization which funds educational projects and other humanitarian endeavors. Since the PFJ has lots of money, you may ask for really expensive things. But no one has infinite money, and you must make a persuasive case for any grant. Convince the PFJ that *your* classroom should be given priority and receive the funding.

**You must collaborate** with one or two other students on this project. Your group will need:

* Someone conversant in technology, but not necessarily a technology major.
* Someone majoring in the subject for which the classroom will be used.
* An education major might be helpful, but not required.

**Plan your project carefully. Divide your labors.** On Monday, March 23, 2009, your group will plan out your project. At the end of this session, I expect a memo detailing your plans for the project and what work you will be responsible for. The memo will count as an in-class writing. And yes, I realize that circumstances may change.

**Keep a work diary for the group to be handed in with the proposal.** This diary should include dates, times, and activities (i.e., on a certain date, for so long, X and Y did this work).

**All members of the group receive the same grade.** If you are having a problem in your group, tell me at least a week before the proposal is due.

**The group must present their proposal** to the class. Be sure to hit the most important points of your proposal and make a good pitch. You are free to use presentation software, flip charts, and other props if they are relevant. **There will be no extensions on the presentations!** Come in ready to present, even if something has happened to one of your colleagues.

**All good proposals contain research**. In this case, you're going to have to tell the PFJ Foundation how the classroom will be used, how the technology will affect teaching and learning, what training the teachers will need and how the teachers will acquire said training, and what maintenance will be required for the technology once installed. You will also have to give an itemized cost estimate for the building of the classroom. Feel free to consult catalogs and on-line resources, as well as knowledgeable folks in the field, but **you must give them credit!** Failure to do so is plagiarism, and could get you fired (or, in this case, a zero grade).

**Your proposal should consider the following:**

* What specific course(s) will the classroom be used for? How many students per class / semester can it accomodate?
* Why does this classroom/course(s) need technology to teach these courses? What other courses could make use of the room?
* What will the technology be used for? How will it be used?
* How will the technology affect teaching and learning?
* What kind of control will the students and teachers have over technology?
* What will the technology cost?
* How will the technology be administered? Administration concerns include training, maintenance and repairs, upgrades, and security. How will these things be paid for?
* What will be the physical layout of the classroom? What modifications will have to take place in the building? Drawings and/or plans are appropriate here, but do not count towards the page length.
* What non-technological equipment will the room need? For example, will the technology require a special case or security equipment? Heating and cooling units? Will the students need special desks?

**Things to remember as you write the proposal:**

1. **Use the techniques of technical writing!** Proposals are technical writing documents, not academic ones. You may choose to use headings, lists, graphics, and white space, etc.
2. **Check your textbook** for the appropriate components of a proposal and for some sample proposals! Remember that this is a technical writing document.
3. **State your objective and purpose clearly!**
4. **Include a budget!**
5. **Document your information!** Proposals are formal documents and must use proper citation practices, both within the text and on a works cited / references page. MLA or APA format is fine.

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