

Capstone Deliverables

Collaborative Deliverables

□ Description

For this assignment, I will ask you to work in groups of three, which means that we will be able to have four projects total. These collaborative projects will involve significant work and effort doing research, writing and revision, editing, and designing. Each project must be comprehensive and complete. It's difficult to say at this point how much content will be required because it will depend on the purpose, audience, and context. On the first night of class, I will ask you to rank your preferences for the projects listed below.

Groups will elect a project leader who will serve as the contact person for the project. This person will speak for the group when asked for progress updates, will be the primary contact for the client, and will manage project activities.

These projects will include a formal, public presentation during the first week in April. It won't be so public as to include the entire campus community. But we will likely invite the clients, department chair, Arts & Sciences dean, English faculty, and any individuals you choose to invite. Each group will be expected to adequately prepare for these presentations by rehearsing multiple times with their groupmates as well as work with me at least twice before the public presentation.

Contribution

For this assignment, I will ask each student to make an individual contribution to each of the other projects, whether it is writing, editing, or design. Project leaders will determine what is needed for their projects and ask for volunteers.

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dropbox.com

All assignments should be submitted through **dropbox.com**. I have created a folder for each project. Drop assignments in the appropriate folders. You will need to create an account at **dropbox.com** in order to submit your assignments. This account is free.

Collaborative Deliverables Checklist

- Cover Memo
- Website or Handbook
- Situational Analysis
- Audience Analysis
- Contribution to another Project
- Annotated Bibliography
- Collaborative Activity Log
- Progress Reports
- Peer Response Memo
- Presentation

Projects

Because some students in this class may not have yet taken the previous four classes, particularly the Information Design course, I have solicited projects that include both print and web design. Course content will still include instruction in document and web design, which will serve as an introduction for some students or as a reminder for others. We have a good group of students for this class, and I have no doubt that everyone will perform well. So, given that students will have varying skills and talents, I encourage you to seek variety when composing these groups. In other words, all designers should not end up in the same group.

1. Information Design Certificate Materials

Client: Tracy Bridgeford

The new Information Design website will require a new logo, poster, advising handout, and website. Some content from the existing site will likely be usable, but much of it will need revision as well as new content.

2. English Graduate Handbook

Client: Tracy Bridgeford

No current graduate handbook exists for the English Master's program. It will need to be compiled from scratch. It will be created as a print document in InDesign and exported as a PDF for inclusion on the department website.

3. Geography/Geology Graduate Handbook

Client: Christina Dando

This handbook will need significant editing, organization, updating, and design. The software used to create the handbook and to export it in PDF for inclusion on their website will be determined based on the departments need (e.g., who will maintain the handbook after the project is complete).

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Capstone Students

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12. Williams, Michael
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4. Language Studies Website

Client: Language Studies Faculty (Nora Bacon, Frank Bramlett, Owen Mordaunt, Tammie Kennedy, Maggie Christensen, Joan Latchaw, and Tracy Bridgeford)

No current website exists. The website is intended for marketing purposes to attract and retain students in the Language Studies concentration. Because the purpose of this website is to describe what it means to study language, it should not simply reproduce what's already on the English Department website, although some information will be similar. This website will not replace the department website's page about Language Studies; it will add to/expand on that content.