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Technical Communication, Fall 2010

Collaborative Deliverables

dropbox.com

All assignments should be submitted through **dropbox.com**. I have created a folder for each of you according to your last name. Each of your folders will contain two other folders called Individual Deliverables and Collaborative Deliverables respectively. 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.

General Scenario

All assignments connected to *Terrarium* begin with this general scenario: In preparation for Enclosure Day, a new Midwest Board of Regents (MBOR) had been formed, representing the education interests of residents from the former state of Nebraska. The MBOR was the basis for what came to be the Midwest Enclosure University (MEU). Located in the Omaha City Enclosure, MEU quickly became the central educational center for the Midwest, and by 2052, had gained a reputation for academic excellence. In 2049, MEU changed its enrollment policy to allow exchange students from its sister university, Eastern Enclosure University located in Portland City.

Completing Assignments

Submit all assignments in an email to the instructor BEFORE class begins. Take care when writing the cover email. Ambiguous emails will be deleted without reading. However, be sure to have a copy of your assignment available in digital or print format for possible discussion during class.

Specific Assignment Scenario

Although the enclosure system seems characteristically homogenous, many cultural differences developed within individual enclosures. With over 100 land and 30 water cities in the United States alone, single enclosures have evolved into individual cultures defined by their legacy customs. Over the years since the Enclosure Act of 2026, these communities have, not surprisingly, developed the historical traits characteristic of their geographical regions. Nebraska City, for example, has shown both the strong agricultural traditions when humanity lived and worked on the land and the more modern telecommunications industry that defined its place in the early part of the twenty-first century. Given

Quick View

Assignment	Deliverables
Instruction Set	Cover Memo
	Situational Analysis
	Audience Analysis
	Information Structure
	Application Procedure
	Fact Sheet
	Process Description with Illustration
	Step-by-step Tutorial
	Collaborative Activity Log & Summary of Work
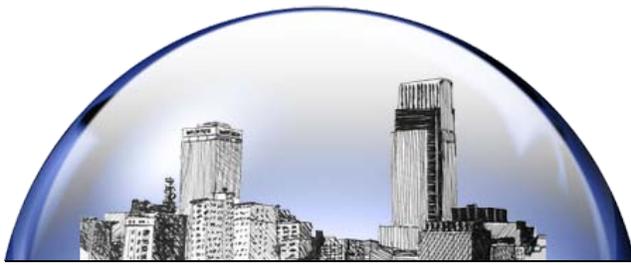
the cultural differences, students participating in the academic exchange program, particularly those from Oregon City, will need guidance with the technical aspects of their room and board as well as the cultural customs specific to Nebraska City and the Midwest Enclosure University.

Assignment

In groups of three or four, students will create an instruction set for a technical, cultural, or social process associated with Nebraska City. Drawing from *Terrarium*, groups should extrapolate information about enclosure living from their knowledge of Oregon City and make it relevant to Nebraska City.

This collaborative assignment will extend over most of the semester with smaller parts aggregating into a final larger document and ending with a collaborative presentation of the project. Students should expect to work on this project often outside class time throughout the semester. I'd recommend that each group set up weekly meetings to discuss and complete tasks.

Supporting Documents

Each assignment listed below is worth five points.

1. **Collaborative Activity Log and Summary of Work**

   Each group will submit a collaborative activity log that details its work throughout the project. This activity log should include an introductory, evaluative summary of the work completed as a group.

2. **Situational Analysis Worksheet**

   Each group will submit a situational analysis worksheet that defines the general and specific scope of the project.

3. **Audience Analysis Worksheet**

   Each group will submit an audience analysis worksheet that defines various aspects of the the audience they choose.

Front Matter Documents

1. **Pitch Day**

   Students will make a 60-second pitch with an accompanying Situational Analysis Worksheet, identifying the specific situation, audience, and potential instruction set. After all pitches are completed, the class as a whole will select four or five projects for the class to work on for the semester. Once projects are selected, students will identify their project of choice and should be as flexible as needed. The specifics of the pitch selected will be negotiated by group members who will make decisions regarding the required documents. This part of the assignment is recorded as an individual grade.
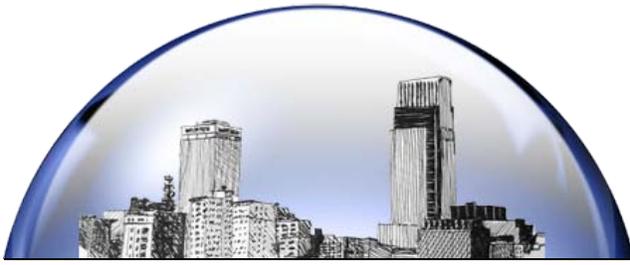
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2. **Cover Memo (instructor is audience)**

    When submitted for a grade, each group should include a cover memo to the instructor that contextualizes the project. The cover memo should justify the rhetorical decisions made by the group and their relevance to the finished product.

Required Technical Documents

1. **Structure of Information Chart**

    Each group will create a chart that outlines the entire content structure for a website used to inform and instruct the audience about some aspect of the student exchange. This structure should only identify the various parts for the entire website; it should not include documentation for each area. This analysis is the time when groups fine tune the boundaries of their projects. This assignment does not require website construction. See example for Oregon City.

2. **Application Procedure**

    Each group will write an application procedure for the student exchange program with Nebraska City according to the situation and audience established in the supporting documents.

3. **Fact Sheet**

    Each group will write a fact sheet to inform students about being an exchange student at Nebraska City.

4. **Process Description**

    Each group will write an extended definition and a process description with illustrations for some aspect of the context in which exchange students will participate.

5. **Step-by-step Tutorial**

    Each group will write a step-by-step tutorial that teaches the audience to complete a task related to the audience's room and board, education, entertainment, or any official tasks related to safety or politics.