1) The work I did:  
All the work I did is hard to enumerate as it really was a collective effort on our groups part. I may have written the first draft of some of the following pieces, but we really did collaborate and edit all the work that was put into the project for the most part. Below is a listing of what I can say I started to work on in terms of research for the project, which was subsequently edited and critiqued by my group mates:

**What is Coronavirus**

The word corona (latin) means crown and refers to as how the virus looks under a microscope. This type of virus is more commonly found in birds and mammals, and can easily be transmitted to  humans. This is a kind of common virus that causes an infection in your nose, sinuses, or upper throat, which subsequently spreads to the lungs causing the lung structure to become an almost crystalized form, making the infected individual difficult to breathe. There are different types of coronaviruses, ranging from common cold to more severe respiratory diseases, one commonly known as the Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).  The latest strain of the virus, called COVid-19 is a new virus strain which came about in 2019, and started in the province Wuhan, China.

    A coronavirus is a virus that has spike projections coming from its surface like a crown, or “corona” in latin. This type of virus is more commonly found in birds and mammals, including Humans, and is known to cause respiratory illnesses.

**What is the difference between all these names, COVID-19, n-CoV, SARS-CoV-2, CoronaVirus, what do they all mean?**

    Coronavirus is the type of virus, and n-CoV is just an abbreviation for novel-coronavirus or “new-coronavirus”. Other notable coronavirus epidemics were the MERS, and original SARS viruses. COVID-19 stands for **CO**rona **VI**rus **D**isease 19, which is caused by the SARS-CoV-2 virus. The difference between the two names is similar to how HIV is the virus that causes the AIDS disease. You get the SARS-CoV-2 virus that then develops into the COVID-19 Disease. The reason for naming it SARS-CoV-2 is due to the fact that it is very similar to the coronavirus that started the SARS outbreak back in 2003, although places have started to stop using this name in PR due to the fact it may instill more fear than intended in certain subpopulations asian specifically. Its official name however is and will remain SARS-CoV-2.

**Well how bad is it?**

    Coronavirus is highly contagious, usually spread through direct contact with another person who is a carrier. Don’t be fooled though as you can be Asymptomatic, or lacking any symptoms, for up to 2 weeks and still be a carrier of the disease. As of 6/12/2020 the coronavirus has infected more than 7 million people worldwide and has caused roughly 430 thousand deaths at a rate of 5.7%. This may not seem large but it disproportionately kills older populations than younger ones, although it is still certainly possible for younger adults to die. The more alarming matter related to this virus though is hospitalization rates. Again skewed toward older demographics, it currently hospitalized roughly 90 people per 100,000. This truly sounds trivial until you realize that excluding younger demographics the rate of hospitalization jumps to just under 200 per 100,000 for people aged 65-74, over 300 for those aged 75-84, and over 500 for those aged 85 and up.

**How does it spread, and how can I stay safe?**

    As of right now researchers believe that the virus is spread through droplets that are released into the air through coughing or sneezing. This is why social distancing is a good measure against the spread of the virus. The Droplets usually fall to the floor in a few seconds and will only travel a few feet. Masks can help reduce the amount of droplets released into the air but they will not catch them all and are not a substitute for social distancing.

**What are the symptoms?**

SARS-CoV-2 symptoms include coughing, fever, shortness of breath, muscle aches, sore muscles, unexplained loss of taste and or smell, diarrhea and headaches. These symptoms can start to show within 14 days of getting the virus.

2) Participation:  
Throughout this project my group, Sadeek, Samay, and Joel all continually texted each other on progress we were making. We would ask each other to edit our work fairly often and would always welcome critiques on what we were doing. For the most part I had a hand in half the research we made, along with Sadeek who produced the other half. Joel was in charge of the video and the translations while Samay was in charge of designing our pamphlets. Even though we all had “roles” to play we freely gave advice when necessary and were always open and honest in our communication with the group. This was what allowed us to work well together. Constant, open lines of communication that allowed us to make a better end product. We at some point partnered with another group the PPP group, Gen Li and Jun Liu. This allowed us to get our research and final products onto their website, which was nice as it could reach a broader audience this way.

## 3) Work Log:

|  |  |  |
| --- | --- | --- |
| Date | Time | Description |
| 6/1 | 12-1:00P | Read 1st post “1-2-4-all Challenge…” Started drafting response for task 1 and 2 |
| 6/1 | 6:30-8:30p | Continued working on Task 1 & 2. Revised and submitted work to openlab post |
| 6/2 | 2:05p | Was introduced to my groupmate Sadeek Brown, through email with Professor Barlow |
| 6/2 | 4:01 | Sadeek reaches out to me through email to collaborate on Task 3. Asking for some clarification of information from my previous post |
| 6/2 | 9:30-950p | Respond back with some more information about Who is in my neighborhood |
| 6/3 | 10:46a | Sadeek emails me a rough draft of the Task 3 writing |
| 6/3 | 12-1p | Read over Sadeek’s first draft and analyze for any edits I think should be made |
| 6/3 | 6:30-6:50 | Make some small tweaks here and there and respond to Sadeek with an updated Task 3 |
| 6/3 | 7:06p | Sadeek emails me with his phone number asking for me to call him |
| 6/3 | 7:58p | Have a short call discussing the Task 3 prompt and our draft. Agree to submit my revisions + a few more Sadeek was making tonight June 3rd |
| 6/4 | 10:12a | Text Sadeek about why nothing was posted, he informed me he did but that it needed approval by the professor to show up. Agree to email Professor Barlow pointing out that it cannot be posted without approval, Sent at 10:38a |
| 6/4 | 11:25a | Received email with another group introducing us to our group of 4. Joel Tejada, and Samay Shrestha. |
| 6/4 | 3:25p-4p | Email made by Sadeek between the 4 group members asking how we’d like to communicate. I respond with a preference for texting and hand out my Cell number. |
| 6/4 | 6-6:30 | I start a group text with everyone after getting Joel and Samay’s numbers from Joel through a text. We receive their Task 3 as they had a similar issue to us where it would not post on the website without approval from Professor Barlow |
| 6/5 | 11:30-2 | Text exchanges between group about our tasks and the project at hand. What we need to do immediately and what we need to do for Task 5 and beyond |
| 6/5 | 12-1:30p | Work on First draft for Task 4, send it in an email to the group for feedback and edits. |
| 6/5 | 3:45p-7:20 | Text Exchanges with the group, receive multiple edits from Joel and Sadeek. I combine them into our final draft and submit the post to the website for Task 4. We start to discuss Task 5 and are confused at exactly what we need to do. Agree to email Professor for some clarity. Sadeek points out that his friend in another group also needed clarification and that the professor had told them to submit their Task 5 “Audience” with Task 4. According to the original post however, as I understood it, we were to create one unified “Audience” with every groups Task 4. |
| 6/5 | 7:36p | Receive response from Professor that basically says that we need to organize ourselves for the project. |
| 6/6 | N/A | No updates |
| 6/7 | N/A | No Updates |
| 6/8 | 7:15p-8:00p | Text group telling them I will try and gather the groups together myself since the Professor seems to want us to do it. Sadeek starts on the “audience” for our group anyway |
| 6/8 | 7:23p | Make a post on the “Technical Writing Challenge” Asking anyone from the class to email me so I can start organizing the class to work on Task 5 |
| 6/9 | N/A | I receive two emails from two separate groups, still missing 2 more. |
| 6/9 | 7:42p-11p | Ask Sadeek to email his friend and have his friend email me with his groups email. Inform the group that if there is no movement from their group and the final group, I will request Professor Barlow give me all the emails. Sadeek updates us on the work he has done for the “audience” portion |
| 6/10 | 12p-11p | Text back and forth debating over exactly what needs to be done. I am of the firm belief that according to Professor Barlow we need to coalesce as a group and define our audience together, to then break down into smaller subsections to work on the project as a class. Sadeek believes we need to formulate the audience ourselves and not worry about the class. We decide on exactly who our audience is through all of this with input from Joel and Samay. |
| 6/10 | 6:55p-10p | I email the entire class asking them to collaborate on a google document to bring all our audiences together. Someone from Gen Li’s group writes in the doc that they will update everyone through the website with their audience tomorrow and will not be submitting to the google doc. I respond asking that they read a paragraph right out of the Task Professor Barlow posted that states  “Your fifth task will be to combine, working together as an entire class, all six of the group descriptions into one reasonably short description of the people outside all of your windows. This will be the audience for the Technical Writing Coronavirus Challenge...You need to post the description, as a group (only one version), in the comments here...”  To which Gen replies that he had emailed the professor and the professor responded with a message stating that we should work as independent subgroups. Which was knowledge we did not have previously. I understand this to now be how our Professor would like us to handle the project and submit I was wrong and refocus our efforts on our specific subgroup |
| 6/11 | 3:30p-11p | Discuss through text exactly what we’re planning to do. Gather some first drafts in a google document for collaboration. |
| 6/12 | All Day | Text back and forth about specifics on how we will communicate with our audience and create edits on our Audience document. Sadeek provides a “Mission Statement/Goals” section while I start to work on facts about the coronavirus. Joel plans to Translate it all to Spanish as our audience is the Hispanic subpopulation of NYC, and he finds that a majority use social media, so we’ll try and make a video and some social media campaigning to reach them. Samay will handle making a pamphlet that can be distributed through these social media platforms. |
| 6/13 | All Day | Discuss through text if we’re okay with the current draft and agree it is good. Sadeek posts our audience and Goals to the openlab website |
| 6/14 | N/A | No Updates |
| 6/15 | N/A | No Updates |
| 6/16 | 5p-8:35 | Group discusses more edits, and more info is added to the documentation |
| 6/17 | 2p-3:30p | Discuss with group about some more edits. Joel lets us know he is starting to translate the text information into Spanish for his video. |
| 6/18 | 1:30-3:30p | Text exchange about the video Joel is working on, and the brochure Samay is working on. At this point most information for the final product is written in our document, we just need to bring it together and edit. We agree we will be submitting this in conjunction with Gen Li’s group as their group is making a website, we’ll utilize our brochure and video and have them post it to their website as a final product |
| 6/19-21 | N/A | No Updates, Google doc gets minor edits and tweaks throughout these days. |
| 6/22 | 6:30p-11:30p | Discuss where everyone is at with the project, Joel confirms he is mostly done with translating allowing Samay to start working on the pamphlet and Joel can finish the video. We agree some of our work is a bit too technical and advanced for the broad audience we have and we decide we can leave some of it out of the final video and pamphlet but keep it as valuable research the group invested in. |
| 6/23-6/29 | All Day | Regularly text checking status of project and tidying up any edits. |
| 6/30-7/2 | All day | Create the overview for the project, assist with editing and formulating our thoughts into one cohesive overview. Worked with all members to create the final submission and post it on July 2nd. |

## 4) Open Letter:

Professor Leston,

This is my last course before I graduate, and I figured it would be informative and straightforward enough. Go to class meetings and learn how to write effectively and technically, then have prompts to hone those skills we learned. This is however NOT how we learned. We were given a pretty rough idea of what the project was to be and left to our own devices to complete it. We never handed in rough drafts, we never got feedback on our writing, we were not graded on any of the tasks that were assigned and completed. Therefore, we were unable to adjust our writing and improve. I thought that was the objective of this course.

If we look back at the course description we were supposed to fundamentally learn how to write and analyze technical documents, I would like to believe we did a good job at this. However, with no feedback on any of the writing we have done thus far I cannot be certain. It was difficult to work as a group since we had no direction from the professor. We got it done, but we had to very much do this ourselves and overall, I think this was a very bad experience from a student perspective. I feel as though whatever I learned I had taught myself. I took the course to get better as a writer in my profession, and in order to do that you need to be constantly critiqued on your writing. It did not happen like this, and I cannot be certain that my writing skills have improved from this course.

I am not going to sugar coat this. This semester top to bottom was very poorly done. I cannot believe that this class made it to the end of the semester with a finished product. This is not a knock on any of my classmates but rather on the poor organization and planning by the Professor and the department. No clear instructions were ever given, the syllabus is completely different from the project asked of us, the project was potentially going to be changed in the middle of the second week of a five week course, and the project ended up changing organization rules midway through the second week. Moreover, the last time we, as a class, got any direction from the professor about the actual project was on June 8th. That is exactly 1 week into a 5-week course. All further updates were just advice on working with our group, nothing further explaining the project which was already extremely vague to begin with.

With all of that said I believe that my classmates and I have met the requirements of the class, and we all deserve a passing grade from this project. We put in effort to organize ourselves and tried to help each other as best we could. We were able to come up with an actual product that we felt comfortable submitting, and although there were disagreements and some bad choices made by me at times, I think this was the best we could do with what we were given.