
Portfolio Assignment: Short Report

Draft due: 11/11/13 (Monday)

Background

Strategies

Pick one of the follow scenarios for your report, or devise one of your own:

1. Describe a problem or challenge encountered by an organization that you are familiar with through personal experience. Show why the problem needs a solution, any previous attempts at solution(s), and whether the solution(s) were successful. If there are considerations that need to be made in the future regarding this problem, you may want to describe them. For example, you may want to discuss:
 - a. How the organization's structure needs to change, or has changed and to what result.
 - b. How the organization uses digital communications tools for productivity.
 - c. How managers treat their subordinates or conduct other company business both productively and ethically.
 - d. How the organization has dealt with external pressures like a loss in revenue, an increase in employees workload, governmental policy, or a competitor.
2. Prepare a proposal for a piece of technology, service, or other resource that your company (or another organization that you are familiar with) would benefit from having. Think of something in the realm of \$2,000 to \$15,000. You should introduce the technology, a narrative that explains its specific merit, a budget for its purchase and implementation, and what exactly will be gained by this project. Do alternatives exist that have been considered? For example, you may want to discuss:
 - a. The upgrade of a particular computer system, or part of a system.
 - b. Remodeling an office for a particular purpose.
 - c. Subscription to a service or software that would enhance productivity.
 - d. A professional development or training opportunity for employees.
3. Reflect on your experience as a City Tech student. What should an incoming student in your program know about their first semester as a student here. What necessary steps should they take to become acquainted with the College and its culture? What problems might they encounter as they transition into their new role as a student? What does a typical first semester look like for a student in your program? What resources should the student definitely know about and make use of as soon as possible?

Directions

- Review Module 25 on pp. 378 – 391.
- Prepare a short report of no less than 500 words of content following one of the scenarios, or one of your own design.
- Be sure that your work conforms to high ethical standards of writing, (e.g., don't plagiarize, cite your sources, etc.)
- Use good design and rhetorical practices that are appropriate to the short report genre of writing.

- Include an attached paragraph that indicates what type of report structure you have chosen (e.g., informative, closure, feasibility, or justification) and why, and how you have organized your information.

Rubric

The rubric below will be used to assess the draft of your assignment. Note, because this is a draft assignment, you will not receive a grade. Instead, you will receive a response designed to help you improve your document for submission as part of your portfolio:

Objectives	Instructor Comments	
	Performed Well	Could Improve
Content (15 points) <ul style="list-style-type: none"> • Focused on rhetorical need. • Uses effective rhetorical structure. • Constructs audience appropriately to problem. • Accomplishes rhetorical goal. 		
Format (15 points) <ul style="list-style-type: none"> • Uses best practices in design and formatting. • Clean w/ appropriate use of design features such as font, spacing, headings, structure, whitespace, graphics, & color. • All necessary elements included. 		
Style (15 points) <ul style="list-style-type: none"> • Appropriate tone and register for the message. • Mechanics: spelling, grammar, punctuation • Stylistic conventions appropriate to document genre. 		