



# CUNY Service Corps

The newly-created Service Corps will give students like you the chance to play a role in improving New York City's future — while gaining real-work experience and getting paid.

Building on CUNY's history of service to New York City, the newly-created CUNY Service Corps creates opportunities for students, faculty, and staff at the University to work on projects that improve the city's short and long-term civic, economic and environmental sustainability.

[Cuny.edu/servicecorps](https://Cuny.edu/servicecorps)

**June 1 application deadline!**

# General Writing Advice

- Omit needless words
- No use of first or second person “I” “We” “You” “Yours” etc.
- Spellcheck and proofread; watch your Initial Caps, and, commas; semicolons, not commas, connect 2 independent clauses
- Lastname of author only in text references
- “it is” “that is” NOT it’s, that’s
- Do not end a paragraph with a quote or summary; always conclude with analysis, interpretation, synthesis of sources
- Paper conclusion does not need to be long
- Purdue [OWL](#) for almost any writing or formatting question

# Documentation: methods and styles for practices and processes

LIB 1201 | May 2, 2013

# How does process documentation work?

- Begin with a plan or a need
  - Hooking up a DVD player to your TV, building a website for a client
- Perform the process
  - Hook up the DVD player! Build the website!
- Document the process
  - What did you do? How did you do it?

# Documentation methods

- In print:
  - Manuals, instruction sheets, handouts, etc.
- Electronically and/or online:
  - Blogs, wikis, collaborative text tools, video, audio, multimedia, etc.
- Your examples?

# Documentation mapping in class

- Pairs identify a process you are familiar with
- Inventory the process:
  - State the purpose; begin with a plan or need
  - supplies, equipment, skills
  - each task in order
  - Goal or finished product
- Use [draw.io](https://draw.io) to create a visual representation of the process (flow chart) OR [storyboardthat.com](https://storyboardthat.com) to storyboard a video/animation of the process
- Save your results and share on course blog!

# For Tuesday, May 7

The final version of your research paper is due

Thursday, May 9 by 2:30 pm; if you have questions, don't wait until Wednesday night

Introduction to group online documentation project

1. review project guidelines
2. form groups
3. groups brainstorm project ideas & report to me

May 9 – May 16: we meet in A540, the large e-classroom in the library