

You must follow the deadlines listed in your course syllabus and in this assignment. If you find a conflict, please ask your instructor. For all documents, you must fulfill requirements and submit your work to turnitin.com unless otherwise instructed.

Individual Proposal

Consider this description to be my **Request for Proposal (RFP)**. I am requesting that you submit a proposal.

Submit a formal, 5-page letter proposing to your team members the topic and schedule for your Team Recommendation Report. (You need to know your team members' full names with correct spellings.) The topic for the Team Recommendation Report must have a specific audience and must address an issue in your field or the university. Format your proposal as a formal letter and include an executive summary (10% of the document's total length, so almost one-half of a page). The page count does not include your reference list or any visual aids you provide.

Your proposal should include appropriate conventional elements for a **formal letter** (see your textbook for an example of a formal block letter), and you should use correct mechanics and strong style. Apply design principles that we will discuss in class and include the following design elements in your proposal.

- Use 8.5"x11" paper with 1" margins.
- Use 12-point serif font for the body text with a contrast for headings and subheadings.
- Singlespace your document.
- Left align all text without paragraph indentions and double space between paragraphs.
- Do not center or all-cap text.
- Include navigational cues such as headings and subheadings and page numbers (not on first page).
- Use appropriate visual aids, numbered and referenced in the text, with 1-pixel borders and correct captions.
- Use IEEE style for in-text and end-of-text citations.
- Submit a DOCX to turnitin.com, and email your team members your proposal.

The proposal should begin with an executive summary, and the body of the document should include the following sections and answer the following questions:

1. Introduction—What issue do you propose that your team investigate?
2. Discussion—What information currently exists on this topic? Where can you find more information? Who is your audience? What can you learn from the project? How can your team members benefit from this topic? (Personalize the discussion.) How can you accomplish what you are proposing? (Include a list of objectives or tasks to complete the assignment, a timeline for the Team Recommendation Report (project), and other information that shows you have considered the plan for this project and are ready for project management. In your timeline, include deadlines from your course syllabus.) What design elements and visual aids do you suggest? How will your team work? How can you relate this to your team contract?
3. Resources—What sources have you already located? Who can be involved? What other resources can you provide or can your team use to investigate, report on, and present on this topic?
4. Conclusion—In a short summary, what did you propose and why should your team choose your topic?
5. References—What sources did you cite in this document? (Present them in IEEE style.)
6. Appendixes (if necessary)

Students not meeting class deadlines will receive a zero (0) for the assignment but will be required to submit a proposal to their team for the topic of the team project or fail the class.

Individual Presentation

Your presentation will be a 10-minute formal presentation to your class with 2 minutes of questions and answers (12-minute total). You may use visuals, and you must include a bibliography for your cited sources. Please upload a copy of your presentation to turnitin.com the day of your presentation for credit. Visit your textbook for details about how to organize your presentation; you may follow the same format as your written proposal for the body of the presentation.