

Memo

To: Danielle Nicole DeVoss
From: YOUR NAME HERE
Date: 3/18/2011
Re: Final Project Proposal

Project Purpose

State the purpose of your project. Be sure to explain why the project is useful and/or interesting, how it connects to this class, how it connects to your major/goals/ideal job, etc.

Project Product

Describe the product of your project and your methods/approach to completing the project, as best you can at this point. For example:

- Will you be creating the design and an identity marker for your professional portfolio web site? If so, what specific visual elements do you plan to create? What research and design processes will you engage to create these elements, workshop them, test them, and polish them?
- Will you be writing a report analyzing, critiquing, and making suggestions for the visual content of a web site? Will you work with representatives of the group whose web site you are critiquing? What specific aspects of the site will you focus on in your report? How will you analyze and propose suggestions for these specific aspects?
- Will you be designing a logo for a nonprofit organization you're working for/with? What steps will you take as you get started? What research will you do? How often will you meet with representatives of the company? What example documents/materials will you incorporate the logo into to present as part of your final project?
- Will you be creating a set or sequence of assignments for integrating visual work into a writing course you are teaching or plan to teach? If so, how will you begin work? Will you review existing syllabi and assignments? Will you brainstorm ideas with other teachers? How will you use the work and research we've been reading to scaffold your assignments? What, specifically, will you produce?

Example Of A Short Memo Report

Ying Liu



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