

Assignment	Component	Date
Introduction	Blackboard	30-Jan
Introduction	Formal/Final Letter	30-Jan
Introduction	Revised Letter	4-Feb
Product Review	Outline	1-Feb
Product Review	Outline Revised	1-Feb
Best Draft	Final Best Draft	6-Feb
Best Draft	Revised	8-Feb
Portfolio	Creating Portfolio	8-Feb
Final Product Review	Finalizing	13-Feb
Self Reflection Memo	Memo	21-Feb
Lab Report Approval	Approval	15-Feb
Lab Report Summary	Summary	15-Feb
Lab Report Annotations	Annotations	21-Feb
Lab Report Outline	Outline	22-Feb
Technical Innovations	Thread	27-Feb
Lab Report Analysis	Best Draft	27-Feb
Peer Review	Review	1-Mar
Technical Innovations	Conclude Thread	6-Mar
Lab Report Analysis	Final Version	8-Mar
Lab Report Analysis	Memo	13-Mar
Technical Description	Outline	15-Mar
Proposal-team	Proposal	20-Mar
Technical Description	Best Draft	22-Mar
Proposal	Final Proposal	29-Mar
Technical Description	Final Version	3-Apr
Collaborative Project	Plan	19-Apr
Portfolio Spreadsheet	Work Load	24-Apr
Collaborative Project	Best Draft	1-May
Self-Assessment	Outline/Draft	5-Mar
Self-Assessment	Final Version	15-Mar
Portfolio	Submission	15-Mar

Details of Effort (as necessary)

Easy and simple

Completed, easy, looked up how to write heading and how to close a letter

Completed well, add more details about how engineering helps my goals

Good start and details, 3-4 criteria

Product (guitar-general) too vague, pro/con is not criteria on own

Semi-Completed, accidentally wrote best draft/outline

Not enough explaining done with criteria; needed one more criteria

Used common.gc.edu to create, Ethan Diaz from group helped me create

Reviewing annotations from peers and professor, and rewriting my essay

Used Ethan Diaz, Carol Lee, and link to memo on BB to help me write the memo

Used CCNY library source to help me find lab reports

Using my selected lab report, read through the report to write a one sentence summary of the lab

Read through selected lab reports to write specific annotations of my analysis on the lab reports

Class time to write ideal outline and used each other's ideas to put our annotations into a detailed outline

Read sites given through BB thread and pick which innovation stands out to us

Putting information into 9-10 pages and having to pick what is and is not important to mention in essay

Review Peers work/give opinions

Choose own technical innovations, brand, and parts/subparts for our technical innovations essay

Submitting my final version and re-reading it to make sure there were not any typos or errors

Writing a memo for the lab report analysis using the similar appropriated

Figuring out how im going to neatly separate parts and subparts as well as using other outlines from peers

Meeting new peers, getting to know each other, and coming up with an innovation we all found interesting

Printing out 2 drafts of a my technical description/ having to dissect product and take notes/put it into text

Had to write an outline with workload, had to break proposal into parts and assigned each person a certain part

Submitting final version after revising draft and rewriting my draft numerous times/adjusting based off reviews

Creating a plan on what future steps needs to be taken to progress, meeting each other and Professor Rodwell

Creating a spreadsheet on the work that I have done and how the tasks helped me achieve the course learning o

After creating a document with everyone's research and info we typed different parts of the document and printed

Picking 5 previous completed tasks to write about how they have helped me throughout this course

Working on draft, reviewing peers reflections, and looking at CLO and my work to write about every assignment i

Putting all my work into the portfolio and choosing the best ones to showcase, and designing my portfolio

Next Steps (Optional)

make criteria "durability, reliability, and price"/new product- electric guitars from Solar Guitars
Put draft into essay/product review form
Incorporate into my actual best/final draft

Get them approved, if rejected use back up lab reports

Put annotations into outline

Peer Review

Getting item approved

Seeing if this memo can be improved for future memos
Waiting for approval and feedback to see how I can improve
Still trying to break the ice & come up with ideas as a team
Peer Review
of workload approved

Make adjustments to plan based off feedback from peers and professor Rodwell

Using feedback from peers to progress
Improving outline/draft based on what we go over in class