

Fall 2012 ECE 400 **Proposal** Assignment

Submit your assignment through Blackboard Vista by the beginning of class on November 15, 2012

Description: After you graduate and enter the workplace, you may discover some internal problems and want to offer your suggestions for improvement. Typically, these are written in the form of a memo addressed to your supervisor. For the current assignment, you are asked to identify a problem in the School of Electrical and Computer Engineering at Purdue and suggest a plausible solution to it. Your memo should be addressed to Dr. Ragu Balakrishnan, head of ECE. Please note that Dr. Balakrishnan will read these proposals and may choose to act on some of them, so your proposal could benefit current underclass and future ECE students.

Format: Your paper should fit on one page of single-spaced text in 12 pt. Times New Roman font. Write in complete sentences and paragraphs. Assume that you are sending the proposal to Dr. Balakrishnan via interoffice mail.

Content:

DATE:

TO: Ragu Balakrishnan
Head, School of Electrical and Computer Engineering

FROM: Joe Boilermaker (**replace with your name**)
ECE 400 student

Subject: Proposal to... (**complete this phrase with your proposal topic**)

BODY of the proposal:

Introduction (*this and the following headings are not used in a memo*):

- What is the *purpose* of this proposal?
- What is the *problem* that needs to be addressed?
- What are the *limitations* on this proposal and why?

Discussion

- What is the proposed *solution*?
- How will the proposal *solve* the problem?

Resources

- *Who* will do the work and why are they qualified?
- What *physical resources* (facilities and equipment) will be used?

Costs

- How much *money* will the proposed solution require?
- How much *time* will the proposed solution require?

Summary

- What are the *benefits* and *risks* of adopting this proposal?

Contact

- *Whom* should Dr. Balakrishnan contact for more information?

(Adapted from J. Paradis and M. Zimmerman, *The MIT Guide to Science and Engineering Communication*, 2nd ed., Cambridge, MA: MIT Press, 2002.)

Plausible Problems/Solutions: These are ones which are within the scope of ECE, so addressing the problems of high tuition or lack of fun things to do in West Lafayette is not appropriate. Likewise, replacing the EE Building is too complex and costly a problem to address in a brief memo.

Grading Criteria: Your assignment will be graded out of 100 points; if you do not address all the points listed above, you will not receive full credit for the assignment. See the Writing Rubric at <https://engineering.purdue.edu/ECE400/assignments/WritingRubric.pdf> for the grading key.

If you need help, you may contact Joanne Lax (jlax@ecn.purdue.edu; 494-0621) or the Writing Lab (494-3723; 226 Heavilon Hall).