Assignment: Email Proposed Sr. Project Topic

Instructions

Send an email to the instructor (Neil Cotter) describing the senior project you propose to complete. Follow the guidelines for professional style when writing the e-mail. (Style information on the ECE 3940 website may be helpful: http://www.eng.utah.edu/~ece3940/)

Include the following information (in addition to content dictated by professional style):

- The type of project of project you most hope to complete (from the following list):
  1. Clinic—specify the clinic title if you know what clinic you want to be on, or list your areas of interest in EE (such as, e.g., electromagnetics, circuits, etc.).
  2. Faculty—specify faculty member sponsor, project topic, if known. Also, specify whether project is for BS/MS.
  3. Company—specify sponsor company, team members needed, and project title.
  4. Independent team project—specify team members needed and programs (e.g., ME, CE, or EE students), project title, and what the project entails (in a few sentences).

- Your contingency plan or plans if your first choice falls through. If you do not have an idea for an independent team project, state your areas of interest and discuss whether you have a team of people identified with whom you might work. You may also just express your willingness to join another team.

Grading Criteria

Your grade is based on the form and content of your email. Concerning the form, I will check for the following content:

1) Salutation: Dr. Cotter followed by a colon
2) Introduction: A sentence stating the reason you sent me your email (i.e., in response to my request for an email specifying your proposed senior project)
3) Body: Your proposed project (might be hoped for clinic, etc.) and contingency plans
4) Conclusion: sign off and perhaps ask recipient to contact you if he or she has questions
5) Your name: Full name and contact info (email address)

I will also check for the following form:

1) One blank line between paragraphs, and blank line before your name at the end is suggested
2) Formal, polite tone throughout ("you" and "we" are acceptable)
3) Professional return address
4) Short Subject that includes "ECE 3940" and "Proposal"
5) Formatting as in "E-Mail Proposal Example" handout; left justified paragraphs
6) Proper grammar and spelling