Cat 1, Part 2 – Joe Campbell [some of the language used in these descriptions is from the QEP]

**Field Writing**

5-6 pages; 6 sources, 4 of which must be interviews with informants

This assignment will require a predominance of primary source research, supported in ways by recognized authoritative secondary sources in the field. The field work for this assignment requires interviewing several different people in the workplace who often engage in the writing process, either as individuals or in collaboration. As this work also requires observation, you will need several informants and several observations, so creating a timeline for yourself will be (useful, key?). You are also required to keep a field working notebook on Bb’s “Journal” feature for this project. Break down this project in the following ways and in the following order:

* Read the summary reports for your intended field at O-Net (<http://www.onetonline.org/>). Jot down a few notes on writing expectations (whether email, Web or paper documents), collaboration frequency, and importance of critical thinking skills. Then compose a journal entry that provides a meaningful overview. You will need this entry to answer some of the follow-up questions in your journal (questions to be provided in class).
* Identify a corporate culture you have easy access to and, with permission from the (whatever identifying title they choose in their corporate structure to denote the Boss), interview several employees on several levels (administrative/executive assistants – I can explain why – junior executives, and executives) about their writing responsibilities. Be sure to use the Voice Recorder feature on your smart phone as you interview your informants. Type up transcripts of your informants’ responses.

Depending on size, locality, and branches, some questions may include (remember that questions should ask only one thing at a time):

* What kinds of writing do you perform individually?
  + How often?
  + How long are the documents, depending on the type (memo vs. email vs. formal letter vs. formal reports)?
* What kinds in collaboration?
  + Are sections divvied or is everyone working on the whole at the same time?
  + Do you use Intranet blogs, message boards, or wikis to collaborate?
* How many hours in a day do you plan out your writing?
* How many hours actually writing?
* How many hours spent reading/responding to emails?
* How many hours spent researching?
* Do you follow a House Style guide?

Remain open to other possibilities – i.e., listen for opportunities for branching or follow-up questions.

You’ll also spend an equal amount of time observing without interacting with the group. Find a spot in the office that will allow for a panoramic view of the office, if possible. Observe people collaborating, working in offices, working in pods, whatever space they occupy as they work. Describe these actions in your field working journal on Blackboard.

* Gather your information (including your secondary sources) and craft an essay that provides a meaningful overview of your responses and your research. Remember that you should use your primary research as the main focus of the essay. You will use informant language and personal observations to provide thick description and analysis of your field work; secondary sources will be used only to support claims or provide context. In short, you will look, listen, question, collect, interpret, and report on a corporate culture – all the goals of primary source research.

O-Net group work Feb. 2

O-Net journal entry due Feb. 4

Informed Consent forms due Feb. 9

Primary Source Journal Entry 1 Feb. 16

PSJ Entry 2 Feb. 20

PSJ Entry 3 Feb. 25

Essay Peer Review Mar. 9

Essay due Mar. 11

Objectives: to understand the writing responsibilities beyond academia, to acknowledge the types of documents and complexity of communication in the workplace…..

Format: whatever your discipline believes to be acceptable manuscript form

Audience: your fellow classmates

Cat 2, Part 2

**Literature Review/Presentation** (perhaps for a multidisciplinary section?)

7-10 pages; 6-8 scholarly sources

Smart phones, tablets, OneDrive, Google Docs, Intranet wikis, video conferencing, and email (you may well think of others) have all influenced everything from asking/answering quick, simple questions to collaborating on extensive formal reports or scholarship. Business, medicine, academia, health & fitness – no field has been immune to the influences and advancements of the Information Age.

For this assignment, you will locate 6-8 scholarly sources that discuss how technology has transformed the ways people communicate in your field. You will then synthesize the information into a literature review that reveals the influences and the effects of such influences. How have advancements changed the workplace dynamic? Workplace product? Audience response? (Think about how wikis accomplish the same outcome as this assignment. The difference between your final product and a wiki is that no one can change your info.)

The week before you turn in the final report, you will provide a goodwill presentation that describe your findings to your fellow classmates in a brief (5-7 minutes) oral overview of the literature.

Annotated Bibliography due: specific date

Peer Review of project: specific date two/three weeks later

Peer Review of presentation: specific date one week later

Presentation: specific date two class days later

Project Due: 1st class day after presentations