Assignment: Clinic Preferences

Overview

After reviewing last year's final clinic project reports as a team, you will fill do the following:

1. Your team will fill out the Clinic Preferences Form with preferences for choice of clinic project for the poster assignment. (You will create a poster for one of last year's senior project clinics.)
2. Your team leader will send an e-mail to all the course instructors listing the clinic preferences for your team. The e-mail must clearly indicate the ranking of your team's preferences, and the preferences must match those on the Clinic Preferences Form filled out by the team.

Based on the e-mail, your team will be assigned to create a poster for a particular clinic project.

Content

In keeping with guidelines for effective e-mail, include the following paragraphs:

1. *Greeting*—just plain "Dr. Cotter:" (with a colon after the name)
2. *Introduction*—remind recipient why you are writing (1-2 sentences)
3. *Body*—Summarize the project you propose to do (3-5 sentences)
4. *Conclusion*—Sign off politely, perhaps by asking recipient to contact you if he or she has further questions (1-2 sentences)
5. *Your name*—type your full name at the bottom, in case the recipient's server does not provide it at the top

Form

Points to remember:

- Place one blank line between each paragraph
- Maintain a formal, polite tone throughout ("you" and "we" are acceptable)
- Use a professional return address for yourself
- Create a short title that includes the class number (ECE 3940) and the word "Clinic Preferences"
- Follow the formatting in the "E-Mail Proposal Example" handout

Clinic Preferences Grading

1) E-mail content and form
2) List of skills
3) Ranked clinic preferences