

This document outlines the two alternative assignments in lieu of a Lab 11 report.

Lab Memo Assignment

Objective: Frequently in the professional sector, you will be required to synthesize information in a concise manner. The memo is a brief communication (2 pages max, single-spaced, double-spacing between paragraphs) addressed to a manager who wants to access information quickly.

Memo Specs:

The memo should be addressed to the following person:

To: EG 1003 Instructional Team
From: (Group Members)
Date: (Date)
Subject: (Insert a concise title)
CC: Recitation TA, Professor, and Writing Consultant

Dear EG 1003 Instructional Team,

- **Abstract:** In a numbered list, describe the purpose, conclusions, and recommendations for improvement.
- **Introduction:** Describe the purpose of your experiment in a few sentences and include a brief description of any background information. Discuss why the experiment was important and the goals of the experiment. Include a summary of your approach to the experiment and its relevance. Any small discussions of theory should be included. For example, any equations and formulas used should be discussed.
- **Methods:** In a few paragraphs, describe the procedure of your experiment. Discuss the design considerations in the procedure that were unique to your team. The memo is not being written for repeatability. The procedure should be as succinct and prove that the methods used were valid.
- **Analysis:** Include a summary and analysis of the data. Explain how the data support your conclusion. The person reading this memo should see strong evidence supporting your conclusions. Calculations, photos, graphs, and any other data should be included in this section of the memo.
- **Conclusions and Recommendations:** Provide a brief summary of the memo. This portion of the memo should restate the main conclusions made. Include any recommendations for further testing or improvements here.
- **References:** Any references used for the experiment should be listed here.

Please let me know if you have any questions or concerns.

Best,

Your full name
Your institution + your year of graduation
Your degree being obtained
Your email address

Your group member's name
Your group member's institution + your group member's year of graduation
Your group member's degree being obtained
Your group member's email address

Your group member's name
Your group member's institution + your group member's year of graduation
Your group member's degree being obtained
Your group member's email address

Self Reflection

Objective: The goal of this assignment is to write a one-minute elevator pitch about your experience in the class. Many students put their SLDP work on their resumes, so this pitch will help you provide a concise and complete answer if you are asked during an interview. Please write a one paragraph (double-spaced) reflection on your time in EG 1003 and your first semester at NYU Tandon. The following prompts are optional, but not mandatory to address.

- What does success look like to you? What do you consider to be your greatest academic success of the semester? What practices helped you achieve success?
- What does successful collaboration mean to you? Do you think you achieved it this semester? In what ways did you or did you not engage in meaningful collaboration?
- In what ways have you grown as a student and budding engineer this semester? Who/what has influenced you and what have you learned?
- How do you feel about yourself as an engineer?
- What makes a person a good engineer?
- Did you take any risks this semester? What did you learn about yourself through risk-taking?
- Write about your top three goals for next semester. What are they, how will you feel when you achieve them, and finally, what will you improve on next semester?
- If you were to start this course over, what would you do differently next time?
- If you could change any one of the assignments you did for this course/program, which one would it be? What would you change about it?
- What have you learned from your lectures and recitations?
- What are your thoughts about or project presentation? What are the key aspects to make a good presentation?