

TECH-31000 Fall 2019

Written Technical Communication ePortfolio assignment

This is a CN ePortfolio "Showcase" assignment

If you have not created your ePortfolio, you must return to Modules: [Key Competencies: Monday](#) and complete the instructions found in [Create your CN ePortfolio](#).

If you have created your CN ePortfolio:

Description:

You will select a Formal Lab report that best displays your written technical communication skills. In a well-formatted document you will critique your ability to format a formal lab report and your ability to apply written technical communication skills. In your CN ePortfolio you will create a Showcase and attach your two documents.

Instructions:

- Select a formal lab report that best demonstrates your written technical communication skills.
 - The formal lab report:
 - Must be authored by you (your name, date, and course should be on the document).
 - Must be work you submitted as a required, graded assignment from a course taken your sophomore year and required by your associate degree.
 - Should include all sections as required by [MET ECET TCM Lab Report Format.docx](#)
 - Reflection: In a well-formatted word document.
 - Describe how your formal lab report maps into the MET/ECET formal report template.
 - Critically evaluate your summary, procedure and conclusions sections of your formal lab report.

- Create a Showcase and attach your two documents.

Note: for the following steps, Use the [CN ePortfolio Guide](#) for reference.

- Access your CN ePortfolio and add a new "Showcase"
 - For the Showcase Title: **Technical Communications**
 - You can add a cover image and write a short Showcase summary as exemplified in the provided Guide.
- Next, add your two documents as File attachments in the *Add Detailed Showcase Section*.
 - Follow the steps as presented in the Guide, But, before you attach your two files, Type: **Written Technical Communication** as exemplified in Step 5 and then put the cursor on the next line and then add your two files. Then click SUBMIT button
 - Your Showcase should look similar to the first three lines (starting with Written Technical Communication) as exemplified in step 5
- IMPORTANT! You must set your Showcase to password protected.

TECHNICAL COMMUNICATIONS

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Written Technical Communication

 [FormalLabReport.pdf](#)

 [FormalLabReportReflection.docx](#)

Display Data in MS word table

 [FormalLabReport.pdf](#)

 [WordTableReflection.docx](#)

Display Graphs of Data

 [BodePlotLab.pdf](#)

 [BodePlotGraph.xlsx](#)

 [ExcelGraphReflection.docx](#)

Formulas & Equations in Excel

 [211LabTest1.xlsx](#)

 [FormulasInExcelReflection.docx](#)

- On your Showcase tile, click the small round world icon in the lower, right corner of the picture section.
- From the drop-down list, select Password Protected.
- Pick a password that is easy to remember as you will submit the password each time you submit a Showcase assignment.
- Submit your Showcase for grading.
 - Once you have completed your ePortfolio Showcase as instructed above, you are to submit the Showcase for grading,
 - Copy the URL link of your CN ePortfolio and paste it into this Canvas assignment
 - and type your Showcase password in the Canvas assignment comments box provided.

Before you submit this Canvas assignment:

- Make sure you have read all assignment material.
- View the assignment Rubric for grading criteria
- Most importantly:
 - Copy the URL link of your CN ePortfolio and paste it into this Canvas assignment
 - Type your showcase password in the Canvas assignment comments box provided.

Assessment Rubric

Criteria	Ratings			Pts
Attached Formal Lab Report: Clearly identifies author Submitted Lab Report must be authored by the student	3.0 pts Lab Report authored name matches student	2.0 pts Lab Report does not contain an authored name	0.0 pts Lab Report authored name does not match student	3.0 pts
Attached Formal Lab Report: Clearly identifies the date, class and assignment Submitted Lab Report must be work you originally submitted as a required, graded assignment from a course taken your sophomore year and required by your associate degree	1.0 pts Clearly identifies the date, class and assignment		0.0 pts Does not provided the date, class and assignment	1.0 pts
Reflection: discuss formal report template Reflection: Describe how your formal lab report maps into the ECET/MET formal report template	3.0 pts Clearly articulates format similarities and differences. Includes specific details and examples	2.0 pts Articulates format similarities and differences, but is vague on details and/or examples	0.0 pts Fails to articulate format similarities and/or differences, and lacks details and/or examples	3.0 pts
Reflection: evaluate formal lab report sections Reflection: Critically evaluate your summary, procedure and conclusions sections of your formal lab report	3.0 pts Evaluates all three requested lab sections. Critique is reflective and provides supporting details and/or examples	2.0 pts Evaluates all three requested lab sections. But, critique lacks reflective thought and/or supporting details and/or examples	0.0 pts Did not Evaluate all three requested lab sections.	3.0 pts
Submission on time	0.0 pts Late submission (20% off earned points and 10% each day thereafter)		0.0 pts Submit on time (no loss of earned points)	0.0 pts
Total Points: 10.0				