

Topic Proposal Assignment 25%
Due: As per schedule

Expectations

1. Topic **MUST be approved** by professor prior to writing assignment
2. Topic Proposal must include covering Memo
3. Must be **100% your own work**. Electronic submissions will be checked by SafeAssign
4. Assignment should be free from grammar and sentence structure errors.
5. Assignment should be concise and in an active voice.
6. Adhere to established technical writing conventions.
7. ****THIS IS NOT A RESEARCH PAPER OR LITERARY PROJECT****
8. **READ** some engineering and environmental reports to see compositions, flow and wording that is used in the industry.

Format

1. **DO NOT use personal pronouns** i.e, I, me, my, they ect.
2. Spell out the word(s) or phrase **first** then use acronym in brackets.
Example: Low impact Development (LID). Then use the acronym in the rest of the document.
3. Use numbered sections and sub-sections Ex) 1.0, 1.1., 1.2, 2.0, 2.1 etc.
4. Be technical in terms/wording and writing style.
5. Single Spaced. Except for Refences.
6. 12-point size.
7. Standard font (Times Roman, Calibri, Arial).
8. Standard Margins (Word automatically has this set up – **do not change**).

Length

- 4 pages maximum

Covering Memo	1 Page
Topic Proposal	2 Pages
References	1 Page (Always last and a separate page)

Submission

1. Electronic copy under “Assignment” in BB.
2. MUST be **ONE file**
3. MUST be a **WORD file** – other files will not be accepted
4. SafeAssign
5. Due on date specific to your section

Grading

Overall **Topic Proposal is 25%** of final mark. The Breakdown is as follows:

- 15 marks- Covering Memo
- 48 marks – Topic Proposal

The Topic Proposal Rubric is available under “Assignments” then “Topic Proposal Assignment”.

- It is **recommended** that each student review the rubric to see how your assignment is evaluated.

Topic Proposal Guidelines

Title

1. 12 words or less.
2. See APA 7th Edition Title Rules.
3. Should not contain abbreviations or words that serve no purpose.
4. Title may take up one or two lines.

Introduction

1. Introduce your topic.
2. Introduce your Site and its specific location. After you define your Site location, state “herein referred to as the Site”.
3. Site is always capitalized.
4. As you have introduced your Site, you can then use “Site” in the remainder of report/topic proposal.
5. This section can be approximately 2 paragraphs.

Background

1. Give background information about your topic.
2. Give background information about your Site.
3. This section can be approximately 1-2 paragraphs.

Purpose

1. State why are you doing this report. Relate it to the engineering and environmental fields
2. State information about your interest in the subject and any experience you have with it. Educational or Professional. Be careful NOT to use personal pronouns in this section.
3. This section can be approximately 4-8 lines.

Problem

1. State the problem at your Site.
2. State the effects the problem has at Site and/or its occupants, if applicable.
3. This section can be approximately 4-8 lines.

Scope

1. THIS IS ONE OF THE MOST IMPORTANT SECTIONS!!
2. This section is the **"What"**. State what your report will do.
3. Include a "Not" Statement.
4. Remember. Follow your scope when writing your document. Scope tells YOU (and the reader) what is included in the report and what is NOT included.
5. Your scope will generally keep the same "bones" as you move to ETR592. It was change with specific details as you write your report.
6. This section can be approximately 2-3 paragraphs

SCOPE EXAMPLE

This report will review the current Site conditions as they relate to traffic congestion from 7:00 am to 9:00 am at the Site. Solutions will be presented and evaluated on cost, effectiveness, time to complete, and compliance with applicable legislation.

The report will consider traffic congestion during the specified time only and during a typical Monday to Friday scenario. The materials specified in standard road allowances are based on typical profiles used by the City of Toronto and engineering industry standards. Cost will be derived based on material and not labour.

Based on the evaluation, an appropriate solution will be selected for the Site and an AutoCAD drawing will be presented.

Potential Solutions

1. State your problem again, briefly, and then state the potential solutions.

2. Bullet your potential solutions
3. Under each solution, give a brief description
4. This section can be approximately 1 paragraph and then bullet solutions with description

Evaluation of Solution

1. Give a brief description of what you are evaluating the solutions
2. Bullet your evaluations
3. Under each evaluation, provide a description
4. This section can be approximately 1 paragraph and then bullet solutions with description

Problem Based Methodology

1. The section is the “How”. How will you achieve your scope?
2. What analyses will be used for each evaluation
3. What will be used to compare each evaluation ex) evaluation matrix
4. What software (if applicable) will be used
5. What calculations
6. What engineering/environmental principles
7. What best practices
8. Etc.
9. This section can be approximately 1 paragraph and then bullet solutions with description of analysis used for each evaluating factor.

Proposed Format of Report

1. State a brief couple of sentences detailing the report and its organization
2. You can reference standard industry reports for formatting etc.
3. Number section and sub-sections of report
4. You are not held to this – however, it should be close to your report in ETR592
5. Use example provided – however, DO NOT COPY
6. This section can be 4 -8 lines as per guideline then state your report format

Conclusion

1. State what your expected outcome at this early stage
2. You are NOT held to this. This statement is just what you expect.
3. This section can be approximately 1 paragraph

References

1. State your references used on **Separate page**
2. Make sure to continue the section. References asway get separate page and number.
Ex) 9.0 References
3. Use APA style
4. Double space