

English 410 Final Project

Project Team Members

Dustin Smith
Megan Duvall

Email

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Organization

Virginia Department of Environmental Quality

Scope

We will be working with the Virginia Department of Environmental Quality for our final project. The team members are Dustin Smith and Megan Duvall. We located this organization through a web search for local environmental agencies. After finding a couple potential organizations we sent letters via email explaining our situation and particular skills. The DEQ responded with a promising assignment. They would like us to compile a brochure that can be used to introduce themselves with the general public.

Problem and Needs Assessment

The Virginia Department of Environmental Quality has requested that we compose a brochure that explains one of their numerous technical programs to the general public. We have selected to use their water protection program of wetlands. The brochure needs to be completed by December 1st, to the DEQ as well as to Professor Jim Henry. The DEQ needs the brochure so they may distribute it to the public to increase awareness and understanding of their purpose and work. The brochure must also go to Professor Henry as proof of our work throughout the semester.

Objectives

The decision to work with an environmental organization came from our desire to in some way help the environment. We want our work to reflect our deep care and concern for the natural world. With the combined experience of ourselves and the Virginia Department of Environmental Quality we hope to accomplish this work.

To compose a brochure for the general public that explains the DEQ's protection program of Virginia's wetlands. The brochure will provide the general public with uncomplicated language and information that will thoroughly clarify what the DEQ is doing, has done, and will do to protect the wetlands.

Plan

Before we can organize a plan we need to finalize a project with William Hayden of DEQ. We are currently communicating with Mr. Hayden through email about what our abilities are and what the Department has for us to do. The final assignment should be decided by the end of this week, allowing for a more concrete plan.

*A schedule to completion is attached to this proposal.

Personnel and Qualifications

Dustin Smith and Megan Duvall:

Dustin and Megan are seniors at George Mason University and are enrolled in a Technical Communications class. They have been perfecting their technical skills for the first half of this semester and are now ready to put those skills to use on a real project. Past experience with the environment include working with the Youth Conservation Corps, employment at Stribling Orchard for ten years, and employment at Hemlock Overlook: Center for Outdoor Education.

Bill Hayden:

Bill is the Public Affairs Director for the Virginia Department of Environmental Quality. He will be the contact that Dustin and Megan with use to complete this assignment. Currently, he is in communication with the two of them about what type of help his organization needs.

Schedule to Completion: VDEQ Brochure Megan Duvall and Dustin Smith				
Date/Time	Location	Objective	Ending Time	Goals accomplished
Thurs. 09/23/04	Email	1. First email sent about term project 2. Group formed	N/A	Yes
Wed. 10/20/04 7:20pm	410 classroom	1. Compare ideas 2. Decide on an organization 3. Divide proposal tasks	9:30pm	Yes
Tue. 10/26/04 1:30pm	Johnson Center	1. Discuss term project proposal 2. Finalize project	3:30pm	Yes
Wed. 10/27/04 7:20pm	410 classroom	1. Discuss project 2. Turn in term project proposal	10:00pm	Yes
Thurs. 10/28/04 12:00pm	Phone meeting with Bill Hayden, DEQ	1. Set up Richmond meetings 2. Discuss project	12:10pm	No Richmond meetings not finalized

Mon. 11/01/04 2:00pm	Phone meeting with Bill Hayden, DEQ	1. Set up Richmond meetings	2:05pm	Yes
Wed. 11/03/04 1:00pm	DEQ Richmond	1. Dustin's meeting with Bill Hayden, DEQ	2:00pm	Yes
Wed. 11/03/04 7:20	410 classroom	1. Begin progress report 2. Discuss DEQ meeting	10:00pm	Yes

Fri. 11/05/04 1:30pm	DEQ Richmond	1. Megan's meeting with Bill Hayden and Julia Cole 2. Get letter of understanding signed	2:00pm	Yes
Sun. 11/07/04 6:00pm	Johnson Center	1. Work on project 2. Discuss DEQ meeting	8:00pm	Yes
Tues. 11/09/04	Computer access	1. Read DEQ website on the permit program 2. Compile information from other environmental sites: WWF, EPA	N/A	Yes
Wed. 11/10/04 7:20	410 classroom	1. Progress report due 2. Start planning PowerPoint presentation	10:00pm	Yes
Sun. 11/14/04 3:00pm	Johnson Center	1. Team meeting 2. Begin compiling information for the brochure	6:00pm	Yes
Wed. 11/17/04 7:20	410 classroom	1. Discuss project 2. Set up future meetings	10:00pm	Yes
Sun. 11/21/04 6:00pm	Johnson Center, Star Lab	1. Research computer programs for making brochure	N/A	No Cancelled Meeting
Mon. 11/22/04 11:00am	Johnson Center, Star Lab	1. Research computer programs for making brochures *This is a reschedule from 11/21/04	1:00pm	Yes
Sun. 11/28/04 6:00pm	Innovation Computer Lab	1. Work on Power Point Presentation 2. Discuss project	9:00pm	Yes

Tues. 11/30/04 7:30pm	Innovation Computer Lab and Johnson Center	1. Discuss project 2. Finish Power Point Presentation 3. Practice Presentation	10:30pm	Yes
Wed. 12/01/04 7:20	410 classroom	1. Class Power Point Presentation 2. Discuss final project 3. Review class critiques	10:00pm	Yes
Sat. 12/04/04 1:00pm	Dyke Marsh Fairfax, VA	1. Take pictures for the final brochure	N/A	No Cancelled
Sun. 12/05/04 2:00pm	Johnson Center Star Lab	1. Start compiling the brochure with Adobe InDesign	6:00pm	Yes
Mon. 12/06/04 3:00pm	Johnson Center Star Lab	1. Work on brochure in Star lab with Adobe InDesign	6:00pm	Yes
Wed. 12/07/04 1:00pm	Johnson Center Star Lab/Computer lab	1. Work on brochure in Star Lab with Adobe InDesign 2. Print out brochure information for class review	7:00	Yes
Wed. 12/08/04 7:20	410 classroom	1. Bring in copy of the brochure information for class review 2. Compile class suggestions	10:00pm	No Only received feedback from instructor
Fri. 12/10/04 12pm	Johnson Center Star Lab	1. Finish brochure in Star lab	6:00pm	Yes
Sun. 12/12/04 12:00pm	Johnson Center	1. Final meeting for project 2. Print completed brochure (Kinkos) 3. Write group evaluation form	7:00pm	No Problem converting file at Kinkos
Mon. 12/13/04	Robinson A- 425 room	1. Drop off final project		

Total Hours in meetings with each other: 20+ hours
Total Hours in meetings with the DEQ: 2 ½ hours
Total Hours conducting research: 25+ hours
Total Hours spent on Power Point Presentation: 6+ hours
Total Hours spent writing/designing brochure: 35+ hours

