**University of Alaska Anchorage - School of Engineering**

**ENGR A151 - Introduction to Engineering - Spring 2012**

**My Process to Become a "World-Class" Engineering Student**

***by***

***Your Name***

Date of submission

Month/Day/Year

**Introduction**

Describe the purpose of your report. Why are you writing the report (note that "it is required" should not be mentioned here, focus on what you want to get out of this report)? You should state in the introduction what your goal(s) are.

**Section Headings**

Divide your report in several sections. The Introduction is a required section as well as the Summary section. There is no fixed number of sections between the Introduction and Summary section, but you can use the textbook chapter titles as guidelines. Note that the sections between the Introduction section and Summary section is where the majority (~80%) of your text should be placed. This is where you analyze in detail for each topic/objective what you need to do to move from where you are to where you want to be. You should use bulleted or numbered lists when appropriate, but do not overuse them. Consult the textbook for examples. In general, bulleted lists are useful for highlighting and separating out groups of important ideas whereas numbered lists are great for describing sequences of events or steps. For example,

* Only use one idea per bullet
* If rearranging the elements would cause the list to become confusing, a numbered list should be used
* Readers love lists, so don’t be afraid to use them
* be wary of over-using bulleted lists, or you might make your paper read like a PowerPoint presentation

**Summary**

Summarize the your analyze from the previous sections. Don't rewrite what you already wrote in previous sections, rather write a closing statement (you find an example on blackboard). The summary should be no longer than 2 pages.

**Appendix**

An Appendix is not required. You can use an Appendix in case you want to show supportive material, for example a flow chart of your 4 year plan to graduation.

**References**

Since the textbook will be your primary resource you should mentioned it in the Introduction and list it in this section, for example:

[1] Landis, Raymond B., "Studying Engineering: A Road Map to a Rewarding Career", 3rd Edition, Discovery Press, Los Angeles, California, 2007

You should avoid verbatim, meaning word by word, quotes from the textbook or other sources. If you absolutely need to indicate a direct quote, use quotation marks and the reference, for example:

The importance of goal setting can be emphasized by asking "How can you ever expect to get somewhere if you don't know where you want to go?"[1].

If you consulted any outside sources, you must list them also in the reference section. Observe how the textbook does references, square brackets are used with numbers corresponding to the reference which is listed in the reference section after each chapter.