URBP 298A – SPRING 2018
ASSIGNMENT #4: DRAFT REPORT SECTIONS
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Overview
For this assignment you will prepare a draft of one or more sections of your URBP 298 Planning Report. The length of this text will be a minimum of 4,000 words, unless you and your adviser come to an alternative agreement. The assignment gives you the opportunity to make progress towards completing a draft of your full report, so that you finish the semester having already drafted a substantial part of your final report.

The assignment is due May 8, 2018.

Instructions
Prepare a good quality draft of at least 4,000 words of text (roughly ten single-spaced pages). You may write text from a single chapter or section of your report outline, or you may write text from multiple sections of your report outline. For example, you might look at your report outline and decide to write sections 2.3, 2.5, and 4.1.

Choosing what to write
To decide what sections of text to write, you should carefully review the report outline in your approved Final Research Proposal. You may find it useful to focus on the sections of the report that help to “set the stage” for your finished Planning Report, such as a detailed description of your project study area, the jurisdictional or regulatory history of your chosen topic, or a detailed analysis of a plan or regulation that you are studying.

The text that you write may not repeat (or modify) material you wrote for the Research Proposal or Literature Review assignments – you need to write entirely new material for the Draft Report Sections assignment. For example, most likely you will not want to draft chapter 1 of your report, since the introductory chapter will likely draw heavily on text you wrote for the Research Proposal.

Defining “good quality” draft writing
The goal of draft writing is to get fully-fleshed out ideas down on paper in writing that is clear and correct enough for a reader to easily understand the material you want to communicate. You’ll need to have identified the core ideas you wish to communicate, present thorough evidence and explanation for each, write text that is well organized and grammatically correct enough that a reader can understand clearly, and incorporate any figures or tables you plan to use as illustrations. However, this draft is not the time to worry about preparing top-quality, highly polished writing, since you may well decide later on to rewrite some or many portions of the draft text.

Submitting the assignment (due May 8, 2018)
Upload your finished Assignment 4 submittal in MS Word format to the Assignments tab in Canvas (sjsu.instructure.com).

Grading Criteria
The assignment is graded on a “pass/fail” basis. Passing assignments will:

• Meet the word count minimum.
• Contain text that is entirely new (no text will be similar to text from earlier assignments).
• Be well enough written that readers can understand the meaning easily. (Pay attention to such writing issues as the organization within chapters/sections, paragraph development, and clear sentence-level writing.)
• Include relevant evidence and illustrations, with source citations as appropriate.