

Report Draft #1

This draft should be a first, edited draft of your final report on your analysis. The final report will describe the background, goals, data, methods, analysis, and results of your rainfall-runoff analysis. This draft will be incomplete, because you don't have any results, and an incomplete notion of the analysis. This draft should include the introduction, a description of your data and how you developed it, and an initial description of the analysis you applied (based on your flowchart – you can write in the past tense, even though you haven't done the analysis yet). Although you'll be using data we give you, write your report to describe the methods you used in your data development.

Assume you are a technical consultant for an environmental assessment contractor, your audience is the St. Paul Water District, and they're trying to assess current runoff and managing future runoff. Assume they know in general about the University and something about GIS, but they aren't experts in either. The introduction should include a general description of the problem, the general physical area, what you are assessing, and the goals. The Data section should succinctly describe your data, why you need it, and how you developed it, including enough information so that the reader can judge the quality of the data. You DO NOT want to include too much detail, for example, you don't want to tell them the specific ArcMap commands you used or their specific sequence.

You should have maps that display all of your input data layers in the data section. This includes the built environment, the vegetation canopy data, and the watersheds and flowpaths. You don't need separate maps for each layer, e.g., you can put the buildings, walkable areas, and sewer grates on the same maps, but don't overly clutter the maps by putting all input layers on one or two maps. The watershed boundary layers do not have to be in this section, they can be, or in the analysis section (which you're not writing now).

Your introduction and data sections should be fairly complete in this draft. That means they should fully describe the problem, area, goals, and data development. Your analysis description can be incomplete, but you should have a start, and at least a flowchart completed.

Writing is an iterative process. You improve your writing through each successive draft. Because of time commitments, many students turn a quickly written, unedited, and unreviewed draft, and it shows. Unless you are an exceptionally talented writer, the "first draft" you share with others for review should be something you've gone over three or four times.

For this assignment, you should turn in three files, containing three successive drafts.

Identify them by a filename ending in 1a, 1b, and 1c, e.g., pvb_draft_1a.docx, pvb_draft_1b.docx, pvb_draft_1c.docx. Draft 1a is your initial attempt, draft 1b is edited by you for major content and organization, and draft 1c is also edited further for content, but also edited with a specific focus on providing clear, correct, and concise writing.

Turn in the native file format (e.g., docx for MSWord), so that I may view the tracked changes. If you use MSWord or Apple Pages, make sure to turn track changes on between drafts. I will use track changes to aid in grading. If you don't use track changes, it will reduce your grade substantially. If you use another word processing software, please contact me so we can arrange draft review.

Figures will be graded for quality, completeness, readability, and appropriate headings.

Some particulars:

You should double space your drafts, use a 12 point font, and have 1" margins all around.

You must include page numbers.

You should wrap text around figures, each figure should be numbered and have a caption at the bottom of the figure with between 9 and 12 point font, and all figures should be referenced at least once in the text by their number.

Tables should be sequentially numbers, with the caption at the top, 9 to 12 point font, and referenced in the text.

You don't need a title page, but if you don't, you should have your name and date along with a title at the top of the first page.

Not counting a title page, and not counting figures, the introduction should be between 1 and 2 full pages, and the data description about 2 to 3 full pages.