

As promised on the syllabus, there is a "course project" worth 10% of your grade. I'm going to split the project into two equally weighted parts. The first part is a writing assignment and the second part is a data analysis (+writing) assignment. This handout describes Part 1 of your course project. Here is what you need to do for Part 1 of the project:

Choose an occupation to write about. Look at the list of occupations on p. 3 of this handout and select and rank order (1 = most preferred, 3 = least preferred) any three of the occupations listed. Send me an e-mail (murphy@oakland.edu) communicating your preferences. I will match students, on a first-come, first-served basis, to an occupation on the basis of these preferences (so the time stamp on your e-mail is important). If all of your choices are gone by the time you send your e-mail, then I will reply and offer you a choice of whatever is left.

Access the Occupational Outlook Handbook. Once I have assigned you an occupation, go to the *Occupational Outlook Handbook, 2008-09* (there's a link to it on the U.S. Bureau of Labor Statistics website). Look up your assigned occupation and print the article (PDF) pertaining to that occupation.

Write an essay describing your assigned occupation. Based on the *OOH* article, I want you to write a 500-1000 word essay that describes your assigned occupation. Your essay should discuss for your occupation what tasks are performed, what the working conditions are like, what skills are required, and what level of education and training is required. In other words, I want you to convey to me a good sense of what the typical person in this occupation does for a living and what path they had to follow to achieve entry into the occupation.

You will note that the *OOH* article for your occupation does all of the things that I just suggested you do in your essay. Furthermore, note that I could simply read the *OOH* article if I wanted to learn about a particular occupation myself. So what's the point of your essay? Well, for one, I want you to learn some things about the occupation. Secondly, I want you to communicate to me the things you have learned in an original essay.

Grading. I will grade your essay mostly on the basis of style, i.e., is it well written?, does it have good flow?, is it grammatically correct?, and so forth. One of the things you will notice about the *OOH* article is that it is rather long-winded and boring. Be aware that I will penalize you if your essay is long-winded and boring! Your essay should be crisp, to the point, and interesting.

You should also avoid copying information from the *OOH* article and then typing it in to your essay. If this occurs, then you are guilty of **PLAGIARISM**. Plagiarism is an offense that you can get expelled for (or at least suspended) in college. If I feel that any part of your essay is plagiarized from the *OOH* article, I will not turn you over to the Dean of

Students; rather, I will automatically assign your paper a grade of 0.0. Note that checking for plagiarism is easy for me to do since I will have the same *OOH* article that you will be working from. In addition, you must also avoid **PARAPHRASING** statements made in your *OOH* article. For example, suppose the *OOH* article reads: "Cement masons work with concrete, one of the most common and durable materials used in construction." If I then re-write that as "A very common material used in construction is concrete and it is this durable material that cement masons work with," then I have paraphrased the original statement. Paraphrasing is a form of plagiarism too, but I will not penalize it quite as heavily as out-and-out copying. If I find any paraphrasing of language in your essay, then I will grade your paper down accordingly. Again, note that paraphrasing is easy for me to check since I'll have the original *OOH* article in front of me.

Writing the essay. Now that I've laid out some of the basic ground rules, how should you approach the writing of your essay? The first thing you should do is sit down with the *OOH* article with notepaper and pen, read the article, and take notes (much as you would in a lecture) on the salient points related to the four questions I raised above. Be careful in your notetaking to not copy down *verbatim* what the article is saying. If you fall into this trap, then the words of the *OOH* article may wind up in your essay in either copied or paraphrased form and, as you know, I will mark down mercilessly should this happen.

Once you've read the *OOH* article and made your notes from it, put everything away for a day or so and just *think* about what you want to say. By standing back in this fashion, you will separate yourself from the writing of the BLS and start to formulate your own original thoughts and insights. Keep in mind the two main objectives of this exercise: 1.) for you to learn some basic things about the occupation and 2.) for you to communicate in an interesting way to me the knowledge that you have acquired.

Additional tips. Good essays have a beginning, a middle, and an end. Good essays are comprised of complete and coherent paragraphs and such paragraphs are built out of complete (and coherent) sentences. Writing help can be obtained at the OU Writing Center located in Kresge Library (212 KL): <http://www.oakland.edu/ouwc/>. The textbook's website also has some writing links under the Research Help link.

Requirements and Due Date.

Your essay should be double-spaced, with a left-hand margin of 1 inch and a right-hand margin of 1.5 inch. The essay should be written in 12-point font.

The paper is due at 3 pm on **Tuesday, NOVEMBER 3**. At this time also turn in with your paper both the marked up hardcopy of the *OOH* article and your notes on that article.

OCCUPATIONS

Accountants and auditors	Insurance sales agent
Appraiser and assessor of real estate	Lawyer
Architect	Machinist
Automotive service technician or mechanic	Mechanical engineer
Carpenter	Millwright
Chef/head cook	Network and computer system administrator
Civil engineer	Paralegal
Computer programmer	Personal financial advisor
Computer software engineer	Policeman and sheriff's patrol officer
Dentist	Pharmacist
Electrical and electronic engineer	Physician
Electrician	Printing machine operator
Elementary and middle school teacher	Registered nurse
Financial manager	Secondary school teacher
Human resources manager	Social worker
Industrial production manager	