CSc 191 – WRITING ASSIGNMENT  
Due on or before 5:00 PM on Wednesday, December 15, 2010  
(You may leave the memo in the department office and have it put in my mailbox)  

USE THIS AS THE COVER SHEET FOR YOUR MEMO.  
Name:  

Please check the appropriate boxes:  

☐ English is your first language.  
Are you fluent in another language?  
☐ Yes  Which language?  
☐ No  

☐ English is NOT your first language.  
Which language is your first language?  

ASSIGNMENT.  
Assume you are applying for employment with a major software development company and have been asked by your potential employer to write a TWO-PAGE MEMO prior to your interview. This employer is familiar with your senior project work and has interviewed and hired Computer Science graduates from California State University, Sacramento. You are to organize your memo so as to respond to the employer’s following request.  

“As you know, our projects are much larger in scope and complexity than your senior project and involve anywhere from 15 to 50 developers. In addition, some of our clients are technically competent while others are not. I would like you to discuss what you have learned from your development experience in senior project that would influence your work as a member of one of our project teams. I am not interested in a description of the process you used, but do want to hear what you consider to be essential to ensure that the process produces a successful outcome (i.e. the product is delivered on time, within budget, and more than meets the needs of our clients). In addition, there may be certain aspects of your senior project development work that caused problems... If so, explain how these were dealt with – or not.”  

When you meet with this employer, he or she will want to discuss some of the experiences you included in your two-page memo.  

Throughout your professional life you will be confronted with issues involving process. In addition, you may, in fact, be asked by a potential employer to discuss these issues in a future interview. To prepare this memo, please spend some time to reflect on your team experience over the past two semesters. Obviously, the content of your memo is important, but you should also pay attention to its style and form (remembering my comments about how a sloppy “medium” can destroy the “message”).