Team Instruction Manual Project (TIMP)

Contents

What to Do

Students will work in the same teams from the TIP to collaborate on a set of instructions for the process for screen printing at the UTA FabLab. You will need to have (selected) team members speak with Subject Matter Experts (SME) at the FabLab about policies, procedures, and warnings that the manual needs to include, and you will need to work with SME to learn how to use the apparatus yourselves. Because of the entailed process for doing screen printing at the FabLab, I have divided the overall documentation into four parts:

Group 1: Using Adobe Illustrator for Preparing Vector Graphics for Screen Printing
Members: Tringa Avdyli, Antonio Iruegas Vazquez, Kayla VanWagner

Group 2: Vinyl Cutting & Adhesive Preparation
Members: Emily Cox, Hugo Lechuga, Jamie Ninh, Dylan Watson

Group 3: Setting Up the Screens for Printing (including Registration)
Members: Elijah Hodges, Olivia McKintosh, Cynthia Outlaw, Dylan Williams

Group 4: Applying Ink & Clean-Up
Members: Vina Howe, Meagan McPherson, Cassandra Robertson, Jerry Wiley

You will also need to coordinate with another team to engage in **usability testing** of your instructions at the FabLab, and I require a **Usability Testing Report Memo** to be submitted on Blackboard. See below under **What to Turn In (Deliverables)**.

Make sure you communicate outside of class about your team project. This project should take more time to complete than you will have in class.

Do NOT plan to have all of every class period before the due date to work on your project. In fact, you will need to devote out-of-class time to complete this project.

Project Requirements

Your TIMP must include the following components:

- An introduction for the document (of appropriate size to the format and scope)—refer to the other components in the *overall* document (for screen printing) but focus your introduction on the part your team is preparing
- Numbered instructional steps with helpful, instructional **images** and graphics, with captions, as needed
- Color, but ensure your graphics remain usable in grayscale
- Adhere to the **TIMP Style Guide** and add to it as necessary for your TIMP. I have consulted with the FabLab staff—in association with the UTA Identity Guide—to develop this Style Guide to ensure that your documents have consistent design that matches their expectations and needs.

What to Turn In (Deliverables)

You **must** include the following documents when you submit the final draft on Blackboard. You can submit multiple files on Blackboard for this purpose. If you fail to include one or more of these documents, you will suffer penalties to your grade.

- Prepare an **audience profile** in which you analyze your target audience (UTA FabLab users) (-10 if missing)
- Prepare a quick **thumbnail** sketch to brainstorm how to design/layout the document—focusing on the different **kinds** of pages you plan to have: cover page, table of contents, pages with heading and body paragraphs, references, tables, instructions, and so on. **You do not need to do a thumbnail for each, individual page**. Use lines for paragraphs, determine what information goes where, and what kinds of graphics you want to use. You can upload a scanned or photographed image of your thumbnail with the final draft. (-5 if missing)
- Develop a **style guide** to go with your TIMP. Since we have a general TIMP Style Guide, you will add whatever changes your team makes. (-10 if missing)
- Record your work progress on the project using **project logs:** each team member should keep an individual project log, and the team should keep a team log for collective/all-together activities. (-10 if missing)
- Keep **minutes for your team meetings**, identifying who is present, when and where they occurred, and what decisions the team made and what responsibilities the team decided upon for members (who is responsible for doing what). Include a copy of these minutes with your final draft. (-10 if missing)
- Conduct a **usability test of your TIMP and write a 2-page memo** to Dr. Worlow that details the results of your usability test and the changes you implemented for your TIMP final draft. (-25 if missing)
- As a team, prepare a 3-page **group reflection memo** on your experience on this project from the perspective of Maker's Literacies. **More information on this component is forthcoming.** (-25 if missing)
- Submit these documents (DOC or PDF) along with your **final TIMP (Word and PDF format)** on Blackboard by the deadline for this assignment.

Project Schedule

September 28	FabLab orientation (**Meet at FabLab**)
November 7	TIMP Style Guide & Thumbnails **Due** TIMP Audience Analysis **Due** TIMP Workshop
November 9	TIMP Prototype **Due** (mock up a Word doc using dummy text) TIMP Workshop
November 14	TIMP Draft 1 **Due** TIMP Workshop
November 16	TIMP Draft 2 **Due** TIMP Workshop TDRP Progress Report 2 **Due**
November 21	TIMP Usability Test Reports **Due** TIMP Workshop
November 23	**Thanksgiving (No Class)**
November 28	**TIMP Final Draft Due** TDRP Draft 1 **Due** TDRP Workshop

TIMP Rubric

- **Audience Analysis** (10%): Successful assignments consider their audience in terms of design and text.
- **Grammar/Spelling/Punctuation** (10%): Successful assignments avoid **any** grammar, spelling, punctuation, or capitalization errors.
- **Writing Style** (20%): Successful assignments avoid the writing style problems described in the textbook and in class, especially
  - No Actor in Subject & Passive Voice
  - No Action in Verb
  - Subject/Verb Separation
  - Non-Specific Language
  - Unnecessary Words
  - Negative Language
  - Paragraphs use effective topic sentences, clear organization, and transitions.
- **Overall Design (20%):** Successful assignments use an appropriate and consistent design, including (as appropriate):

Page Layout	Spacing	Body (serif)	Paragraph Chunking
Contrast	Alignment	White Space	Bulleted/Numbered Lists
Headings (sans serif)			

  - Avoid awkward or excessive white space and leaving anything that looks out of place, crowded, or otherwise unappealing.
  - Use color to lead the eye, not to decorate.
  - **Avoid centering.**
  - In addition, your TIMP should adhere to the TIMP Style Guide.

- **Headings & Subheadings** (10%): Successful assignments use appropriate heading sizes, fonts, spacing, color, capitalization, and punctuation.
- **TIMP Specific (30%):** Successful assignments adhere to the following requirements:
    - Final Document must look like a professional product
    - Includes detailed materials lists
    - Includes one action per step and begins each step with an action verb
    - Uses properly labeled teaching images
    - Includes safety warnings
    - Uses accurate instructions that the instructor can easily test or have any average 18+ year old, sober person follow as part of testing the instructions, and following the instructions exactly must provide an acceptable result
- **Deliverables**: You **must** include the following documents when you submit the final draft on Blackboard. You can submit multiple files on Blackboard for this purpose. If you fail to include one or more of these documents, you will suffer penalties to your grade.
    - Prepare an **audience profile** in which you analyze your target audience (UTA FabLab users) (-10 if missing)
    - Prepare a quick **thumbnail** sketch to brainstorm how to design/layout the document—focusing on the different **kinds** of pages you plan to have: cover page, table of contents, pages with heading and body paragraphs, references, tables, instructions, and so on. **You do not need to do a thumbnail for each, individual page.** Use lines for paragraphs, determine what information goes where, and what kinds of graphics you want to use. You can upload a scanned or photographed image of your thumbnail with the final draft. (-5 if missing)
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    - Conduct a **usability test of your TIMP and write a 2-page memo** to Dr. Worlow that details the results of your usability test and the changes you implemented for your TIMP final draft. (-25 if missing)
    - As a team, prepare a 3-page **group reflection memo** on your experience on this project from the perspective of Maker's Literacies. **More information on this component is forthcoming.** (-25 if missing)
    - Submit these documents (DOC or PDF) along with your **final TIMP (Word and PDF format)** on Blackboard by the deadline for this assignment.