

White Paper Assignment Guidelines (25% of total grade)

Purpose: To provide detailed information about, and critically evaluate the viability of, a new device, software, component or service. (Hint: you might look at www.technologynewsdaily.com/ or www.geek.com for topics.) Choose a brand new technology – still in development or JUST released on the market.

Audience: Technical experts who advise decision-makers

Content: The following sections MUST appear, but wording of the actual headings will be customized for your particular topic; remember, always use SUBSTANTIVE headings with parallel grammatical structure.

- **Title page**
- **Abstract** of 100-150 words at top of first page
- **Formal definition**—one to two sentences defining your technology
- **Significance statement**—one to two sentences explaining what is important about this technology, either by virtue of its technological advancement or the implications of its applications. Be certain to anticipate what your audience would consider important.
- **Explanation/description of technology**—detailed information on how and why technology works as it does. Should include at least one graphic in this section.
- **Current status of development:** is it in prototype? In production? In beta testing? Available for purchase? Costs?
- **Evaluation of technology**—explore strengths AND weaknesses
- **Players**—list companies and/or educational institutions that are working on this technology or have been involved with its testing.
- **Summary/conclusion**—conclude with a projection for the future and a statement about the viability of the technology.

Requirements:

- At least **one (1) graphic**
- At least **three (3) sources**
- **APA FORMAT:** Internal parenthetical source notations in APA style, as well as end of document references page, for all material from sources other than your own knowledge or expertise. See: <http://kareyperkins.com/classes/227> (scroll to bottom)
- APA formatted source notations on **graphics** not generated by you.
- **Page Design:** Format/layout elements representative of style of writing used in a business/technical environment: white space, font design, lists, headings, :
<http://kareyperkins.com/classes/227/227pagedesign.pdf>
- **4-6 page** limit on body of paper (does not include appendices, source or title pages)
- Third person only, formal style.

Sample papers:

- <http://kareyperkins.com/classes/227/227samplepapers.html>