

AOE 4065 Space Design Design Journal Assignment

Each of you will use a Design Journal to record your activities during the semester. The purpose of keeping the Journal is to record your thoughts about the readings and other assignments, ideas about the design, sketches, analytical calculations, computer listings, plots, and so forth.

Bring your journal to class with you every day. I will randomly collect 3-4 journals every class and use them to entertain myself between then and the next meeting. While I won't actually grade the journals, I will be keeping notes on your participation in the design process and these will influence your final grade at the end of the semester.

There are 3 basic types of notebooks you could use for this activity:

1. Folder with the bendy metal bits to hold in pages that you punch holes in
2. Loose-leaf binder
3. Bound book

I think the first one is best because it's less bulky and it's easy to add materials to it. The second is also pretty good, but tends to be more bulky. The last one is great if you know you won't be adding any computer plots or other non-handwritten items to your notes, which is typically not the case with senior design projects. However, #3 is probably the notebook of choice for real-world industry journals. You choose.

Here are some guidelines for the journal:

Keep an index at the front. You don't have to number your pages, but you should have some way of organizing your journal and some pointers at the beginning to help you (and me) find the relevant information when needed.

Include everything, even things that don't work. If you make mistakes, don't tear them out, just line through them. You never know when you might discover that you were really right the first time. Include computer plots and codes too. Every idea, conference, phone conversation, or event that may have a bearing on the project should be entered.

Sketch your ideas! The more you sketch, the better you'll get and the more refined your ideas will become. You can share them with your teammates and the project will benefit.

Record all references. When you find a book, article, report, etc. that's relevant to your work, make a complete bibliographic entry in your journal. You'll need this for your design reports, and you'll save yourself the trouble of having to go find it again.

Make the journal legible, and use ink. Don't get obsessive about neatness, but you (and I) should be able to read your journal. Don't crowd your entries; leave room for adding notes later as your ideas evolve.

Date your entries. Every page should have a date. If there is more than one entry on a single page, date each entry.

Sign your entries. In industry, design journals sometimes become evidence in lawsuits. The more you follow these guidelines, the more credible your journal will be in court. Your signature will enhance that credibility.

Do not tear pages out. If you do tear pages out, there goes your journal's credibility.

Do not erase or obliterate entries. If you make changes, or find errors, cross out the original and enter the modified version with the current date's entries. Put a cross-reference with the original entry.

Compose progress reports. Once a week or so, write a progress report in your journal. Include "*the 3 p's*": *progress* you've made on the project, *problems* you're having, and *plans* you have for the near future.