

MEMO

To: The City College of New York
From: Gabriella Pieniadz
Subject: Power Outlets on the City College Campus
Date: March 3, 2019

Commented [SP1]: Which office or department?

The purpose of this memo is to ~~present the issue on~~ express concerns about the lack of and inefficiency of the power outlets on the City College Campus. The goal is to recommend improvinge the electrical current so that power reaches every outlet on campus and ~~to~~ installing more outlets.

Summary

Personally, I find that there are not enough power outlets in the most convenient places on campus, or they just fail to work. This semester, I have been on campus for longer periods of time and because of this situation I have to keep my devices charged. I constantly have to wander around campus to find a working outlet if it isn't taken already. I would like to speak to someone that could potentially help me resolve this issue.

Discussion

The City College Campus library claims to have many services to all members of the campus community while providing leadership within the urban University in scholarship and research support, quality learning, enriched discourse and equity of access for diverse constituencies (CCNY, 2017). ~~It is a shame that such a bold claim is not reflected in the available resources in the campus library.~~ The City College of New York is a commuter campus, meaning its campus is

Commented [SP2]: This is true but you are not arguing a point here but rather exposing a situation, so keep your tone neutral.

designed for commuters (Lisa S. Coico, 2012). It is therefore common for City College students and faculty to spend long hours on campus.

Technology ~~happens~~ is a huge part of our academic lives, and our lives in general. ~~Sadly, o~~ Our devices do not have an eternal battery life, forcing us to charge them, so they may last. Power outlets are what gives us the opportunity to recharge our devices and go on about our days without a worry. It ~~become~~ is important for the City College of New York Campus to provide its 16,048 students (Forbes Media LLC) with the services they need and are paying tuition for.

Commented [SP3]: I would tone this down. I appreciate the sarcasm, but again, keep your tone neutral.

Commented [SP4]: You might want to mention the student technology fee that all students pay. If so, find out how much it is and note that here.

Recommendation

I would like to speak to someone that could potentially ~~help me~~ resolve the issue ~~on of~~ the lack of and inefficiency of the power outlets on the City College Campus. I think the library personnel should also participate in this discussion. You can reach me at:
gpienia@citymail.cuny.edu.

This is a powerful argument and a good first draft. I'm happy to see the research you did and your good in-text citations. Well done. Because you used sources, you should add a list of your references at the end of your memo – no need to make a separate page in a document this short. See my comments above. I look forward to reading your final draft.

References:

CCNY. (2017, November 09). Library. Retrieved from <https://www.cuny.cuny.edu/library>

Forbes Media LLC. (n.d.). The City College of New York. Retrieved from

<https://www.forbes.com/colleges/cuny-city-college/>

Lisa S. Coico. (2012). Our City: On the Move. Retrieved from

<https://www.cuny.cuny.edu/sites/default/files/ae/upload/CCNY-Report-from-the-President-2012.pdf>