**GROUP PROJECT PRESENTATION AND WRITTEN REPORT GUIDELINES**

**ASSIGNMENT OVERVIEW**

* Each group will consist of a “Group Leader” and up to five other group members.
* Students will collaborate in teams and co-create an oral presentation and a written report
	+ **Due: Week 10 Recitation**
* You **MUST** attend class on this day (even if not presenting) to receive credit for the presentation portion of the final assignment.
* This assignment is worth 100 points (40 for the presentation, 40 for the written report and 20 for the peer evaluation).

**PRESENTATION GUIDELINES**

* The presentation should be between 5-7 minutes. You will lose points if it is not within this timeframe.
* Include the following in first slide: group project name (or an alternative and creative ‘title’), names of all group members, the class name (GEO 300), date of presentation.
* Presentation should cover the following:

 1) Description of the project – Who did you volunteer for? What did your group work on? Where did you go?? 🡪 The use of maps is required!—this *is* a Geography class after all 2) Project importance on the local scale – How does the type of work you did benefit our community? Why is it important that you volunteered? How does it promote sustainability? 3) Project inference (the broader context of this project) – What are the impacts of this work across various scales)? 4) How can others get involved? And why should people get involved?

* The presentation should be of professional quality, organized, and especially highly informative. Use an adequate font size and ensure it is legible (select appropriate color schemes). Also, the use of graphics and photographs to illustrate the project details, outcomes, etc. is highly advised. ***Don’t put a lot of text on slides. Tell us, don’t read to us.***

**WRITTEN REPORT GUIDELINES**

* The report should be between approximately 500 words. ***Huge penalty for too short or too long—you may lose your birthday.***
* Include the names of all group members, class name (GEO 300), and the date at the top of your document. Your title should be the name of your group (same title as the presentation).
* Written report should cover the following:

1) An in-depth description of the project and of the organization you volunteered for – Who are they? What do they do? Why do they do it?

2) Importance of project at the local and at broader scales – Why should we care about these types of Common Good projects?

3) Relevance to Geo 300 – How does your project fit into Geo 300 course description?

* Use a minimum of 4 sources, minimum two peer-reviewed (follow CT Paper guidelines).
* Write a good paper. Pay attention to spelling and grammar, use adequate in-text citations, provide a bibliography, etc. Think of this as a softer version of a CT Paper.
	+ You may use the first person *when necessary* (when describing what you did).

**Responsibilities of the Group Leader(s)**

1. Contact the event “contact person” IMMEDIATELY and let them know how many people to expect (you + group members). Check in with them again a few days before the event. Find out what you will need to bring, what to wear on that day, where to meet, etc.

2. Keep all members of your group well-informed about the details of the project - the date and time of event, where to meet, what they need to bring, etc. Exchange Cell Phone contacts.

3. Organize the group and delegate tasks fairly – determine which group members will produce the written report and who will prepare the oral presentation.

4. Write a report (200-300) words for the instructor. This should include any positive or negative feedback regarding the project – Did the group members work well? Did you guys enjoy the volunteer work? Etc.

**Responsibilities of Group Members**

1. Communicate with your group leader, make sure you have received all required information for the project.

2. Attend the event and behave professionally – don’t be late and show up prepared to work.

3. Contribute to the final assignment by either working on the oral presentation, or on the written report.

\*\*\* IMPORTANT\*\*\*

If you do not attend the event (for whatever reason), contact your instructor *immediately*. At this point you are no longer part of the group and you will not receive credit for this assignment.