**GEOG 300 GROUP PROJECT OVERVIEW AND GUIDELINES**

# Assignment Overview

* Each group will consist of a group leader and up to 5 other group members.
* Students will collaborate in their groups to co-create an oral presentation and written report, due in the final recitation in Week 10.
* All students must attend class during the Week 10 recitation to get credit for the group project, even if you are not presenting with your group.
* This assignment is worth 100 points (40 for presentation, 40 for group paper, and 20 from student evaluations).

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(Each group member will need to print this form and bring it to recitation on day of group presentation.)

[GEOG 300 Group Project Score Sheet 5](file:///C%3A%5CUsers%5Cmelva%5CDesktop%5CGEOG%20300%5CGP_Guidelines-Comprehensive.doc#_Toc502051917)

(Print this form (only one per group!) and bring it to recitation on day of group presentation.)

# Group Project Presentation Guidelines

The group project presentation is worth **40/100 points**. All presentations must cover the following:

* 1. **Include at least the following on the first slide**: A title (group project name), the names of the group members, class name, date of presentation
	2. **Project description**: Who did you volunteer for? What did your group work on? Where did you go? The use of maps is strongly encouraged! (This is a Geography class after all!)
	3. **Importance of project on the local scale.** Think about answering the following: How does this type of work benefit our community? Why is it important that you volunteered? How does the work promote sustainability?
	4. **Inference (the broader impacts) of the project.** In other words, what are the impacts of this work at various scales (local to global)? How can others get involved, and *why* should they?

In addition, consider the following:

* The presentation should be between 5-6 minutes long. Do not exceed this time frame!
* The presentation should be of professional quality, organized, and especially highly informative. Use an adequate size font and make sure it is legible (be careful of color schemes). Also, the use of graphics and photographs to illustrate the project details, outcomes, etc. is highly advised.
* Limit the amount of text on slides. *Tell us* about your project, don’t read to us.

# Written Report Guidelines

The group project paper is worth **40/100 points**. All group papers must cover the following:

* 1. Include the names of all group members, class name, date, TA name, and group project name at the top of your document.
	2. **An in-depth description of the project** and of the organization you volunteered for. What did you do? Who did you volunteer for? What do they do? Why do they do it?
	3. **Importance of the project and local and broader scales.** In other words, tell us why we should care about these types of “common good” projects.
	4. **Relevance to GEOG 300**. Tell us how this project fits into the GEOG 300 course description, to the content covered in lecture.

In addition, consider the following:

* Paper should be between 500 and 550 words. Submit on day of your group presentation.
* Use a minimum of four sources, with at least two must be peer-reviewed sources. Use the same in-text citation and bibliography formats required for the CT papers.
* Write a good paper. Pay attention to spelling and grammar.

# Responsibilities of Group Members

1. **Communicate with your group leader.** It is *your responsibility* to make sure you have received all required information for the project.
2. **Attend the event and contribute to the work.** Show up prepared and don’t be late!
3. **Contribute to the final products for the assignment.** Tasks among group members should be delegated according to the strengths, preferences, and ideas of the group members.

**IMPORTANT:** If you do not attend the work day for whatever reason, contact your TA *immediately.* At this point, you are no longer part of the group; you will need to find a way to make up the volunteer work if you want to receive credit for the assignment.

# Responsibilities of Group Leader

1. **Communicate with the event “contact person.”** Send them an email by Friday of Week 1 to let them know who you are, and how many people to expect on the day of the event (how many in the group). Find out where you are meeting, what you will need to bring, what to wear, etc. Check in with them again a few days before your work day.
2. **Communicate information to your group.** Keep all group members well-informed about the details of the project – the date and time of the event, where to meet, what they need to bring, etc. Get their cell phone numbers if needed.
3. **Organize the group and delegate tasks fairly**. Determine which group members want to contribute to what tasks. Make sure workload is fairly divided among all members.
4. **Write a report for the instructor at the end of the term.** The details of this are below.

## Group Leader Report

If you are a Group Leader, please write a paragraph (200-250 words) to be turned in with your Group Project paper. The report should cover the following:

1. These components in the following order: Group Project Name; Your name; TA name; Recitation Time.
2. Describe group dynamics. E.g. “we got along well” or “it was chaotic, I had trouble getting people to pull their weight,” etc.
3. Describe your group’s interactions with the “Contact Person” on the other end. Were they prepared for you? Agreeable? Project well laid out?
4. Does this project fit within the parameters of GEOG 300, as Dr. Cook taught it?
5. Feel free to include any other comments you may have.

*We truly appreciate your input. Rather than only getting anecdotal feedback, this information allows us to more comprehensively assess this portion of the course.*

# Group Member Evaluation Form

The peer-evaluation constitutes 20% each group members’ final grade: 20/100 points.

Each group member must print this form and bring it fully completed to recitation on the day of your group’s presentation. Individually, hand it in to your T.A. Note: You will lose 10 points of *your* “Peer-Evaluation” grade if you fail to submit this form on the day of your presentation.

Below, score each group member with a 0 - 100% for their effort in the group project. If you give someone a score of less than 100%, please provide some comments below on why they received that rating. *This form is confidential; only your T.A. and instructor will see these ratings.*

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your TA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recitation Time & Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score: \_\_\_\_\_\_\_

Group Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score: \_\_\_\_\_\_\_

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Group Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score: \_\_\_\_\_\_\_

Comments:

# GEOG 300 Group Project Score Sheet

(Print this score sheet (one copy per group) and bring to recitation on the day of your group’s presentation.)

**Group Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TA name and Recitation time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group Project Presentation**

**Style: \_\_\_\_\_ /8 pts**

* Font Size &type – Professional quality
* Uses appropriate graphics to illustrate project details, outcomes, etc.

**Style: \_\_\_\_\_ /8 pts**

* Identifies project members to audience
* Organized presentation (i.e. thoughts are clear)
* Presentation within allotted time frame

**Comments:**

**neGroup Project Presentation**

**Content: \_\_\_\_\_ /12 pts**

* Clear project description
* Inference: Presentation covers specific benefits/impacts/consequences, etc. of the project at multiple scales (local to global)

**Content: \_\_\_\_\_ /12 pts**

* Creativity: Did you rehash information or try to make it interesting for the audience?
* Audience Engagement: Level of enthusiasm, level of creativity/interaction

**Group Presentation Final Grade: \_\_\_\_\_ /40**

**Group Project Paper**

**Mechanics \_\_\_\_ /13 points**

* Bibliography \_\_\_\_\_ /3
* In-text citations \_\_\_\_\_ /3
* Grammar + sentence structure \_\_\_\_\_ /7

**Group Paper Final Grade: \_\_\_\_\_ /40**

**Group Project Paper**

**Content: \_\_\_\_ /27 points**

* Professional project description \_\_\_\_\_ /9
* Addresses inference/broader context of the project \_\_\_\_\_ /9
* Discusses how project relates to content covered in GEOG 300 \_\_\_\_\_ /9

**Comments:**

Project total = Group Presentation Grade + Group Paper Grade + Peer Evaluation

**Paper \_\_\_\_\_ /40 + Presentation \_\_\_\_\_ /40 +**

**Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Peer Evaluation \_\_\_\_\_\_ /20 = Project Total \_\_\_\_\_\_\_ /100**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Peer Evaluation \_\_\_\_\_\_ /20 = Project Total \_\_\_\_\_\_\_ /100**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Peer Evaluation \_\_\_\_\_\_ /20 = Project Total \_\_\_\_\_\_\_ /100**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Peer Evaluation \_\_\_\_\_\_ /20 = Project Total \_\_\_\_\_\_\_ /100**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Peer Evaluation \_\_\_\_\_\_ /20 = Project Total \_\_\_\_\_\_\_ /100**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Peer Evaluation \_\_\_\_\_\_ /20 = Project Total \_\_\_\_\_\_\_ /100**