## Project Instructions and Guidelines

There are *two* larger team projects for this course. There is a Timeline Project and a Public Service Announcement Project. *Each* project is worth 25% of your overall grade. Below is the detailed instructions and guidelines for working with your team. Grading rubrics and due dates are included.

## Team Guidelines

You will be randomly assigned to a team during the first week of the course and you will work with them for the entire semester. Team assignments *must* be completed with assigned group, they will not be accepted individually. You will also work with your team on smaller assignments throughout the semester. Below are the guidelines and purpose for working with a team.

## Purpose

Teamwork and collaboration is critical to policy change. Through working with a team you will demonstrate the ability to collaborate in order to develop and execute an assignment. Working in a team is an important experience. Throughout our lives we are required to work with others in order to accomplish a task. This assignment will give you the opportunity to experience working with others in order to accomplish a common goal.

## Preparing to work with Your Team

* Mark your calendar with important due dates.
* Locate your team.
  + Navigate to the “People” tab in our course menu in Canvas.
* Reach out to your team early in the week.
* You should check-in with your team at least three times during each week.
  + Early in the week
  + Mid-week
  + End of the week

## Criteria for Success

It is crucial that you follow the instructions laid out in each assignment. Adhere to the guidelines and grading rubrics within each assignment to ensure that you receive the highest possible grades. You will grade each of your teammates twice during the semester. First during week 8 and the second time during week 15.

## You will grade your Teammates of the Following

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| --- | --- | --- | --- |
| **Dimension/Task** | **Needs Improvement (1pt)** | **Average/Acceptable (3pts)** | **Excellent (4pts)** |
| **Individual Participation within Group** | My teammate rarely or never contributed to the group project or activities. | My teammate contributed to the group project and activities most of the time. | My teammate always contributed to the group project and activities. |
| **Respectful Behavior toward Team Members** | My teammate rarely or never encouraged nor supported the ideas and efforts of other team members. | My teammate usually encouraged and supported the ideas and efforts of other team members. | My teammate always encouraged and supported the ideas and efforts of other team members. |
| **Sharing of Ideas & Information** | My teammate rarely or never offered their ideas and/or findings to the group. | My teammate offered their ideas and findings to the group most of the time. | My teammate always offered their ideas and findings with the other team members. |
| **Cooperation & Helping Others** | My teammate rarely or never offered to help other group members. | My teammate offered to help other group members most of the time. | My teammate offered to help other group members throughout the project and for activities. |
| **Organizing Data and Presentation** | My teammate is disorganized and offered little to complete the presentation or activities. | My teammate works in partnership with others to organize materials for the presentation and activities. | My teammate leads the group in organizing the information and producing the presentation and activities. |

## Team Project: Election 2022

This project is worth 25% of your overall grade. Below are the detailed instructions and guidelines which include grading rubrics and due dates.

### **Purpose**

Elections are an important part of the democratic process, they establish policy and elect officials at the will of the people. During election season it is common to see political campaigns that are intended to sway voter opinion. These campaigns often contain data that supports a proposition or candidates platform. These are mostly based on results of polls conducted by a variety of sources for various purposes. This November Californian’s along with the rest of the nation are being asked to vote on important propositions and candidates. These propositions and candidates will have a lasting impact on communities of color. By designing and conducting your own survey, you will explore the opinions and needs in your community and how policy decisions impact California residents. By working in teams, you will gain experience of how to work together in a community. You andyour team will also work together throughout the entire semester on activities and assignments. Upon completion of this project you will:

* Show how the U.S. Constitution and federal policy impact Chicanx and Latinx communities’ and the relationships among different racial and gender communities in the United States.  (CLO – C)
* Assess the influence of California’s constitution and policy decisions on Chicanx and Latinx communities inside and outside of the state. (CLO – E)
* Critique US public policies and court decisions that have a lasting impact on various racial and gender communities. (CLO – F)

### **Submission Format**

This project will be submitted in several phases throughout the semester. You will share the your final presentation by the assigned due date in Canvas.

### **Tasks –** *Each task listed below must be completed with your team.*

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| **Each Section in this Table is a Different Assignment** |
| **Question List:** Form questions to ask in your survey.You will investigate the various ways different racial and gender communities are able to have active participation in the political process through this survey   * There are different question types that can be used, consider: multiple choice, yes/no, open ended questions, etc. * Decide how you will form your questions.   + Here are some examples:     - Will you be voting in the November election?     - What impact if any will this election have on your life?     - Do you believe this election will change anything in California or the nation?     - Are you familiar with the California Constitution?     - It the upcoming election important? * Include demographic questions on your poll such as:   + Grade level and age of respondent   + Gender   + State and/or district   + Ethnic background * Consider the use of Probing questions such as:   + Whose thoughts and preferences helped form your opinion?     - The opinions and preferences of friends and classmates     - The opinions and preferences of your parents     - The opinions and preferences of teachers     - The opinions and preferences of other adults     - The opinions and preferences of celebrities     - Someone else's opinions and preferences * Consider the use of Source questions such as:   + What sources provide the most information to you in forming your opinion?     - Newspaper articles and editorials     - Radio advertisements     - TV advertisements     - Information received via email     - Information you sought and retrieved from the internet     - Social Media     - Conversations with students and teachers in school     - Conversations with friends outside of school * You must have a minimum of 15 questions on your survey. * *Once your questions are approved you will create your survey using Google forms.*   + Be sure to turn on the responses in order for Google to gather your data.   + Include an introduction to your survey.     - Should be at least a paragraph long.     - Explain the purpose of your survey.   + Consider the look of your survey:     - Color     - Background     - Images       * Make it inviting * You will submit your questions for review before sending out your survey. |
| **Distribution plan for your survey.** Once your questions have been approved you will then prepare to begin distributing the survey for responses. Specifically, survey communities of color in order to determine their political behavior.   * Reach out to friends, family, and students in *other classes*. * Social Media   + Reach out to friends and followers * You must survey a minimum of 50 people per team. * Focus on surveying communities of color * Prior to distribution you will submit a plan for review.   + Once your plan has been approved you will move forward with distribution of your survey. |
| **Data from survey**. Once you have received your survey submissions you will be able to analyze the data. Google provides a break-down of your submissions.   * Once all your surveys are completed you must analyze and compile your data. * Once the data is analyzed decide how your team will present it to the class. * You will submit your data for review. |
| **Team Presentation of Research**. You and your team will prepare a presentation of your research analysis and the election outcome.   * You may submit your presentation in several ways.   + You can create a video or PowerPoint (7 slides minimum)     - If you choose PowerPoint, you may create as many slides as needed for your presentation.     - If you create a video make sure it is no more than 15 minutes long.   + Your presentation must include the following:     - Your process for developing your survey.     - Include some of the audio/visual elements and analysis of your survey.     - Select graphics that help convey the information.       * Make sure all graphics are good quality and visible.     - You may include any media you see as relevant to your presentation. (i.e. video, quizzes for the class, or activity) Be sure that it functions during your presentation.     - Answer these questions as a group:       * How do elections create policy in the United States?       * How do US Supreme Court decisions impact California policy and the Chicanx and Latinx communities?       * In what ways does this election change the California Constitution?       * How does the creation of policy impact Chicanx and Latinx communities? |
| **Peer Reviews:** Each of you will be required to review 3 other presentations:   * These will be assigned once they have all been submitted. * Your assigned survey will show up in your “To do List” * Canvas assigns the presentations randomly if you happen to get the same one twice please let me know and I will switch it out for you. |

### **Time Frame**

Below lists when each individual piece of this project is due. Be sure and mark your calendar with the due dates listed.

* 9/23 – Question List
* 10/17 – Distribution Plan for Survey
* 11/14 – Data from Survey
* 12/2 – Team Presentation
* 12/9 – Final Team Evaluation
* 12/17 – Peer Review of Presentation

### **Criteria for Success**

To ensure your success with this assignment be sure and adhere to the guidelines, due dates, and grading rubrics to ensure the highest possible grades.

### **Grading Break Down**

20 pts – Question list

20 pts – Distribution plan for survey

20 pts – Data from survey

20 pts – Team presentation

20 pts – Final Team Evaluation

20 pts – Peer Reviews

**120 Possible Points**

### **Grading Rubrics**

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| **Grading Rubrics for Team Project: Election 2022** | |
| **The question list will be graded on the following:**  10 pts - Minimum of 15 questions  5 pts – Guidelines were followed with all prompts addressed  5 pts – Appropriate questions were asked  **20pts Total** | **The distribution plan for survey will be graded on the following:**  10 pts – An appropriate plan of action is indicated  10 pts – Guidelines were followed with all prompts addressed  **20pts Total** |
| **Data from survey will be graded on the following:**  20 pts – 50 responses were received  **20pts Total** | **The Peer Reviews will be graded on the following:**  10 pts – All assigned presentations were completed  10 pts – Gave thoughtful feedback  **20 pts Total** |

**Your presentation will be graded on the following:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Areas** | **Exemplary – 4** | **Proficient – 3** | **Limited – 2** | **Unsatisfactory – 1** |
| **Content and Creativity** | Provides comprehensive insight, understanding, and reflective thought. All prompts were addressed. | Provides moderate insight, understanding and reflective thought. | Provide minimal insight, understanding and reflective thought. | Shows no evidence, insight, understanding, or reflective thought. Prompts were not addressed correctly. |
| **Voice** | Text was written in a style that is appealing and appropriate for the intended audience and a consistent voice is evident throughout. | Text was written in a style that is generally appropriate for the intended audience and an attempt is made to use a consistent voice. | Text was written in a style that does not fully consider the audience, and the author’s voice is difficult to identify. | Does not reflect an awareness of the audience and it is difficult to identify the author’s voice. |
| **Text Layout, Use of Graphics and Multimedia** | Selected and inserted high quality graphics and multimedia when appropriate to enhance the content’s visual appeal and increase readability. | Selected and inserted graphics and multimedia that are mostly high quality and enhance and clarify the content. | Selected and inserted many low-quality graphics and multimedia which did not enhance the content. | Did not insert any graphics, or used only low-quality graphics and multimedia, which did not enhance the content. |
| **Quality of Writing and Proofreading** | Free of grammatical, spelling or punctuation errors. The style of writing facilitates communication. | Largely free of grammatical, spelling or punctuation errors. The style of writing generally facilitates communication. | Some grammatical, spelling or punctuation errors that distract the reader. | Numerous grammatical, spelling or punctuation errors. The style of writing does not facilitate effective communication. |

## Legislation and Me: Public Service Announcement Project

This project is worth 25% of your overall grade. Below are the detailed instructions and guidelines which include grading rubrics and due dates.

### **Purpose**

Through this project you will examine and critique California policy and how it impacts you and your community. Upon completion you will be familiar with college level research practices and how to apply them to your work. You will select a piece of California legislation to research. Through this process you will learn how legislative change is part of the US political process and how it impacts US Residents/Citizens. You will also learn to analyze legislation, policy, and research sources. Public service announcements are used to create awareness in our society. Along with your team will create a public service announcement that brings awareness to California legislative changes. This project will give you first-hand experience on the use of media as a form for activism. Through this project you will gain knowledge of how information is shared and used to create awareness and you move from observer to active participant within our society, gain civic literacy, further develop your critical thinking skills, and apply some of the other skills you have learned in our course. Upon completion of this assignment you will:

* Show how the U.S. Constitution and federal policy impact Chicanx and Latinx communities’ and the relationships among different racial and gender communities in the United States.  (CLO – C)
* Assess the influence of California’s constitution and policy decisions on Chicanx and Latinx communities inside and outside of the state. (CLO – E)
* Critique US public policies and court decisions that have a lasting impact on various racial and gender communities. (CLO – F)

### **Tasks –** *Each task listed below must be completed with your team.*

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| **Each Selection in this Table is a Different Assignment.** |
| **Topic Selection:** **:** Along with your team select a California legislative change or new California legislation that is being proposed. Your selection must be recent, *no older than two years*. Areas to consider could be the Environment, Education, Health Care, Immigration, and Finance. Consider how race, gender, ethnicity, and sexuality are impacted by the policy you select.   * Topic Selection:   + With your team write a *paragraph* containing 5-7 sentences. You must answer the following questions:     - Topic: What is it?     - Why did this topic resonate with your team?     - How do you believe this legislation will impact you and community you live in?     - What is the social and economic impact of the legislation you selected? * If you need help selecting a topic visit the California Legislative Information webpage. You may review California legislation at: <https://leginfo.legislature.ca.gov/faces/home.xhtml>. You may also consider researching recent Executive Orders that have been signed by California Governor Gavin Newsom. * You may select an issue we have discussed in class or another you find of interest. * Selecting an issue that impacts the community you live in. |
| **Timeline:** Create a timeline for completion of your public service announcement.   * You will set goals for you and your team. * Select how you will create your PSA.   + You may use Canvas Studio or any other video editor.     - Make sure that you will be able to create a 3 minute video.   + Do not use Tic Tok or social media platforms to create and house your video. * Submit a timeline and include the following:   + Target goal dates to complete your PSA   + Information on how you will create your PSA   + What strategies you and your team are using to question the role of the California constitution and its influence? |
| **PSA Draft:** Begin creating your public service announcement with your team. Select a title for your public service announcement. (Be creative)   * Be sure to display insight and reflective thought about your topic. Include:   + Interpretation of the policy and its impact.   + The full title of legislation you and your team are researching.   + Assess the legislation by:     - Examining how the legislation will impact various racial and gender communities     - Expressing how the US constitution impacts this legislation.     - Assess the lasting impact of the legislation. * Include media in your public service announcement consider using videos and other media.   + Don’t just copy and paste material from other places. You must analyze and research the information you include.   + Use media that supports your topic. * Be sure to site your sources. * Be creative. * Work together. * Make sure video is cohesive. * Your video should be between 2-3 minutes * Submit the link to your PSA draft.   + YouTube, Vimeo, and Canvas work well.   + I will give feedback for each team PSA. |
| **PSA Final:** Once you receive feedback on the PSA you may begin to finalize it.   * Submit the link to your PSA   + Make sure it is fully accessible |
| **PSA Peer Reviews:** You will be required to review 3 other team PSA’s.   * + The PSA’s will be assigned once they have all been submitted.   + Your peer reviews will be listed in your “To Do List” in Canvas. |

### **Submission Format**

This project will be submitted in several phases throughout the summer session. You will share the link to your PSA by the assigned due date in Canvas.

### **Time Frame**

Below lists when each individual piece of this project is due. Be sure and mark your calendar with the due dates listed.

* Topic Selection – 9/2
* Timeline – 9/16
* PSA Draft – 9/30
* Midpoint Team Evaluation – 10/14
* PSA Final – 10/21
* PSA Peer Reviews – 10/28

### **Criteria for Success**

It is crucial that you follow the instructions laid out in this assignment. Adhere to the guidelines and grading rubrics within this handout to ensure that you receive the highest possible grades. I have high expectations for you in terms of grading. It’s important to understand that in order to receive the highest possible grades you must submit quality work.

### **Grading Break Down**

10 pts – Topic Selection

10 pts – Timeline

20 pts – Midpoint Team Evaluation

20 pts – PSA Draft

20 pts – Final PSA

20 pts – Peer Reviews

**100 pts possible points**

**Grading Rubrics**

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| Grading Rubrics for PSA Project | |
| Topic selections will be graded on the following: 5pts – Issue/s selected  5pts – Submission is the appropriate length  **10 possible points** | Timeline will be graded on the following: 5pts – Followed instructions  5pts – Submission was the appropriate length  **10 possible points** |
| The draft of your PSA will be graded on the following: 5pts – Name of the PSA is clear  5pts – Issue/s being addressed are clear  10pts – Followed instructions  **20 possible points** | The peer reviews will be graded on the following: 10 pts – All assigned reviews completed  5 pts – Gave thoughtful feedback  5 pts – Followed instructions  **20pts Total** |

### **Your PSA will be Graded on the Following**

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| --- | --- | --- | --- | --- |
| **Performance Areas** | **Exemplary – 4** | **Proficient – 3** | **Limited – 2** | **Unsatisfactory – 1** |
| **Content and Creativity** | Provides comprehensive insight, understanding, and reflective thought about the topic/s by building a focused argument around a specific issue/s. All prompts were addressed. | Provides moderate insight, understanding and reflective thought about the topic/s. | Provides minimal insight, understanding and reflective thought about the topic/s. | Shows no evidence of insight, understanding or reflective thought about the topic/s. Prompts were not addressed correctly. |
| **Voice** | Style is appealing and appropriate for the intended audience and a consistent voice is evident throughout. | Style is generally appropriate for the intended audience and an attempt is made to use a consistent voice. | Style does not fully consider the audience, and the author’s voice is difficult to identify. | Does not reflect an awareness of the audience and it is difficult to identify the author’s voice. |
| **Text Layout, Use of Graphics and Multimedia** | Selected and inserted high quality graphics and multimedia when appropriate to enhance the content’s visual appeal. | Selected and inserted graphics and multimedia that are mostly high quality and enhance and clarify the content. | Selected and inserted many low-quality graphics and multimedia which did not enhance the content. | Did not insert any graphics, or use only low-quality graphics and multimedia, which did not enhance the content. |
| **Timeliness and Tags** | All images, media and text created by others display appropriate copyright permissions and accurate citations. | Most images, media or text created by others display appropriate copyright permissions and accurate, properly formatted citations. | Some of the images, media or text created by others does not display appropriate copyright permissions and does not include accurate, properly formatted citations. | No images, media or text created by others display appropriate copyright permissions and do not include accurate, properly formatted citations. |
| **Quality of Writing and Proofreading** | Written content is free of grammatical, spelling or punctuation errors. The style of writing facilitates communication. | Written content is largely free of grammatical, spelling or punctuation errors. The style of writing generally facilitates communication. | Written content includes some grammatical, spelling or punctuation errors that distract the reader. | Written content contains numerous grammatical, spelling or punctuation errors. The style of writing does not facilitate effective communication. |