UHON 402:001
Locked Up: Incarceration in Question
Spring 2017

Assignment #1: Service Project Portfolio, Presentation, and Evaluation
The portfolio is worth 30% of grade.
The presentation is worth 10% of grade.
The evaluations are worth 10% of grade.

<u>Portfolio</u> (30% of final grade)

Since the bulk of this class' work is the service project, the portfolio, presentation, and evaluation of that project is the primary assignment that will be turned in for credit. This portfolio should be completed in your group, and all members of the group should participate in creating the portfolio. The portfolio will document the project and allow you to summarize both the service outcomes and the learning outcomes of the project.

The portfolio is due April 11.

At a minimum, it should include:

1. An introduction and synopsis of the full project (10%)
2. A description of the background and context for the project (20%), including:
   a. What is the problem, causes and consequences of this problem, how has it been addressed, and relevant case studies of projects addressing this problem.
   b. Overview of the partner organization and overview of the assets and needs of your partner organization in relation to the problem outlined.
3. Description of the service project, documentation of service activities, and discussion of how the project changed during execution (20%).
4. Description and documentation of the results of this project, and a discussion of how this project contributed to the partner organizations abilities to provide their services. You may also discuss the broader impact of the project if relevant. Please include any documents you create for your partner organization to use in the future (20%)
5. Process reflection: describe and reflect on the process that your group went through to develop the project, and adapt or respond to challenges and your clients needs (10%).
6. Reflection of the key *learning outcomes* for group members. Provide an overview or summary of how the project contributed to the learning goals of the Locked Up: Incarceration in Question yearlong course (20%).

Presentation (10% of final grade)

Group presentations of service projects and outcomes will take place in class on April 11. Each group will have 30 minutes total, and we suggest that you leave 10 minutes for questions or discussion (ie, limit your presentation to 20 minutes). We would like you to share what you did, how you did it, what you accomplished, any challenges you faced in the process, and some lessons learned. We encourage you to include an activity or interactive component to the presentation.

Your presentation will be graded on the following:
1. **Addressed the presentation prompts (**70%)
   a. How well did you discuss what you did, how you did it, what you accomplished, any challenges you faced in the process, and some lessons learned.
2. **Class Engagement (**20%)
   a. The presentation provided opportunities for active learning by the class.
   b. How well you engage the audience
3. **Professionalism** (10%)
   a. Preparation and teamwork
   b. Technical elements of presentation, including oral delivery, technology working well and purpose served, clarity of images and slides (etc.)

Evaluations (10% of final grade)

Your grade will also be made up of evaluations of both the success of the group overall and your own individual contribution to it. To reach this grade, we will solicit evaluations from your community partner, on-site evaluation by faculty (Marygold and/or Megan and/or Joe) during a direct contact activity, and each group member will complete a peer evaluation of their contribution to the team.

Site visits by faculty should be scheduled for (or around) the week of February 28. We will discuss this in class on February 21, but keep this in mind. We can also be flexible and work around your schedules, but please let us know in advance if this will be necessary.