**Community Project Presentations Assessment Checklist:**

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|  | **Investigating Feb. 4th –March 6th** Define what your need was and why you chose it?What was some of the prior knowledge you had?What did you learn through your investigation of this topic PRIOR to taking any action? Where did you find this information? (interviews, online, books, newspapers etc.)Speak about your use of the process journal? Will you have it there to share? Was it online? Was it organized?Define your goal to address the need? Under what global context would your project fall under and why do you believe so?What ATL skill(s) were you working on during this project?  | **Planning March 6th -April 4th** Speak about your plan of action (pink sheet)? How was it decided upon? As a group? One member?Speak about how you decided on the steps of your action? Did you write out your steps for action? Did you assign people to do tasks or was it just understood who would do what? Did you continue to gather information during this phase? Did you create a survey? If so describe the process. Did you need to reach out to anyone (via email, meet, etc.) during this phase? Who did you need to communicate with to make sure your ‘action’ phase was ready to go?Did you need to reach out to the LSC if you were collecting money? Explain the process. How did you record information you were obtaining? Process journal? Other means?Did you meet with your supervisor? Explain the process.  |  |
|  | **Action April 4th- May 9th** What was the action that you put in place? Describe it in detail. Were there any aspects that you realized weren’t in place? If so how did you remedy this? Did you meet with your project supervisors during this time? How did this meeting go, what did you discuss?Did you need to communicate with anybody during this phase that you did not expect? How did this come up and how did you address it?  | **Reflection May 9th –May 17th** Evaluate the quality of service as action against the proposal. Did it turn out like you expected it to? If not, why do you think that was the case?Reflect on each of the phases of your project. Where do you think you were the most successful? Where did your biggest challenges lie? How did you address them? Is there something you would change in order to avoid these challenges in the future? Do you feel like you addressed the ATL skill(s) you identified? Explain What advice would you give to student’s doing this project next year? Anything that they should definitely do or definitely avoid doing?  |  |

**Bibliography for your project. \_\_\_\_\_\_\_**

**Remember to complete all forms.**