Instruction on Report & Presentation of Community Service Project

Guidelines for students:

Mission:
1. Form a group with <u>6-10 members</u>, and initiate a community service project which last at least one year (submit your group member list on the second College Counseling session of school year)

2. Develop a community service report in English (and a presentation <u>within 5 minutes</u>) **which addresses a social problem or concern** after the service

3. The report & presentation has to be developmental (i.e. Future plan: show how your group plans to carry on the community service of a related topic)

Presentation time:
Last College Counseling Course of a school year

Hand in Documents :
Report + Peer Evaluation Form are required to hand in to your <u>College Counselor</u> <u>before the last College Counselling session</u>
Please Note: If you hand in the documents after <u>the last College Counselling session</u>, 40% of the final marks will be deducted.

Evaluation Method:
1. The report/presentation will be graded for Community Service credit per year
   (50% on completion + 40% on the quality of report and presentation + 10% peer evaluation)
2. Evaluation on the quality of report and presentaion:
   【Topic+Content+Creativity+Team work+Social influence】

   *Detailed scoring criteria will be included in the Scoring Rubic
   *Scoring Team: Office of College Counseling

3. Grading

Raw Score	Letter	Level	
85+	A	Satisfactory (S)	⟶ Exemplary (E)
75-84	B		
60-74	C	Unsatisfactory (U)	
0-59	D		

Exemplary (E)
E should be reserved not just for good performance but for those who really do more than the minimum requirement (do something very well and unique). Less than 5% students will be considered for E.

Note: The majority should be S (A or B). Student(s) receiving level U should go to the College Counseling Office (C402) for individual case discussion <u>within one week </u>after the releasing of score;

*Any student who has not recieved at least an S in all semesters completed before their H4 year:

1. the school will report their noncompliance on the transcript and mid-year report sent to schools.
2. the school will not permit their counselor/homeroom teacher to write a letter of recommendation.

Guidance on

Community Service Report

Format

Not limited, such as posters, photos, videos, essays, research report, survey report...

Cover Page

1) Project Title
2) Full name and class of project leader and member(s)

Content (also applicable to the presentation)

The following contents should be covered:

1. A table showing division of work between group memebers
2. Summarize your group's community service project using when\where\ what\how\ why…
3. Clearly point out the social problem or concern your group found related to the chosen community service
4. Developmental Part - Future Community Service Plan:
· What is the project about? What resources do you need?
· How will you carry out the project? What's your plan?
· Why do you choose this project? What is your future goal?
· …
5. Conclusion

Community Service
Group work: Presentation and Report
Scoring Rubric (40 marks)

Marking criteria	Level One: Needs improvement	Level Two: Satisfactory	Level Three: Good
Quality of Presentation (25marks)			
Content (Max. 15)	• Incomplete content • Lack of developmental element in the report [1-5]	• Topic: Developmental • Content: show the entire process of the community service [6-10]	Level Two plus: • Creativity • Social influence [11-15]
Organization and presentation skills (Max. 10)	• Some ambiguity in presentation • Some languages not easily understood by all audience • Content presentation not aided by mode or tools • Serious deviation from suggested time (>±8 minutes) [1-3]	• Systematic organization and logical sequence of content • Clarity in expression (use of language) • Appropriate mode of presentation (PPT, drama, etc.) for the content • Good use of presentation aids • Time management acceptable (±5 minutes) [4-7]	Level Two plus: • Good collaboration between members • No more than ±2 minutes from suggested time (5 min.) [8-10]

Marking criteria	Level One: Needs improvement	Level Two: Satisfactory	Level Three: Good
Quality of Report (15 marks)			
Essential information and additional support	• Cover page missing • Concluding section missing, or too brief/unclear [1-5]	• A cover page • Include all the essential information used in the presentation (e.g. PPT printout) • Describe and explain the group's viewpoint on the issue, with support (media report, academic studies, personal observation, etc.) [6-10]	Level Two plus: • Concluding section not excessively long (<750 words) • Feasibility of the future plan [11-15]

In-Group Peer Evaluation Form
10 marks

Your name:_____Group name:_____Date: _____

Team-mate's name: _____ Score : _____/20 Team-mate's name: _____ Score : _____/20

Team-mate's name: _____ Score : _____/20 Team-mate's name: _____ Score : _____/20

Team-mate's name: _____ Score : _____/20 Team-mate's name: _____ Score : _____/20

Team-mate's name: _____ Score : _____/20 Team-mate's name: _____ Score : _____/20

	4	3	2	1
Helping	The teammate always offered assistance to other members.	The teammate offered assistance to each other most of the time.	The teammate sometimes offered assistance to others.	The teammate never offered assistance to other teammates.
Participating	The teammate always contributed to the project.	The teammate contributed to the project most of the time.	The teammate sometimes contributed to the project.	The teammate never contributed to the project.
Questioning	The teammate always interacted, discussed, or posed questions to other team members.	The teammate interacted, discussed, or posed questions to other team members most of the time.	The teammate sometimes interacted, discussed, and posed questions to other team members.	The teammate never interacted, discussed, or posed questions to other team members.
Respecting	The teammate always encouraged and supported the ideas and efforts of others.	The teammate encouraged and supported the ideas and efforts of others some of the time.	The teammate sometimes encouraged and supported the ideas and efforts of others.	The teammate never encouraged and supported the ideas and efforts of others.
Sharing	The teammate always offered ideas and reported his/her findings to others.	The teammate offered ideas and reported his/her findings to others.	The teammate sometimes offered ideas and reported his/her findings to others.	The teammate never offered ideas or reported his/her findings to others.

Comments: